



Meeting Agenda

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 21, 2017

7:00 PM

Council Chambers

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

- 2.A** [17-1197](#) Special Recognition - Amy Stull for the How to Grow Neighborhood Involvement Workshop

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

- 4.A** [17-1198](#) Approval of November 14, 2017 City Council Meeting Minutes

Attachments: [Minutes](#)

- 4.B** [17-1071](#) Approval of Bid Award for the Pedestrian Crossing Flashing Beacons Project

Attachments: [Summary of Bids](#)

[Vicinity Map](#)

- 4.C [17-1190](#) Approval of a Resolution Authorizing a Multi-Family Housing Limited Property Tax Exemption Agreement for 322 5th Avenue SE

Attachments: [Agreement](#)

[Resolution](#)

4. SECOND READINGS (Ordinances)

- 4.D [17-1154](#) Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Attachments: [Ordinance](#)

[Final Application Forms](#)

[Final Binding Site Plan](#)

[Resolution 1709](#)

[Resolution 1804](#)

[Resolution 1866](#)

4. FIRST READINGS (Ordinances) (None)

5. PUBLIC HEARING

- 5.A [17-1189](#) Public Hearing and Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Attachments: [Ordinance](#)

[Estimated 2018 General Fund Revenue by Type](#)

- 5.B [17-1186](#) Public Hearing on the 2018 Preliminary City of Olympia Operating Budget and 2018-2023 Preliminary Capital Facilities Plan

Attachments: [Olympia School District Capital Facilities Plan 2018-2023](#)

6. OTHER BUSINESS

- 6.A [17-1191](#) Continued Discussion on the 2018 Operating Budget and 2018-2022 Capital Facilities Plan (CFP)

Attachments: [UAC Recommendation Letter](#)

[2018 LTAC Memo](#)

[2018 LTAC Recommendations](#)

[Planning Commission Letter](#)

[Bicycle Pedestrian Advisory Committee Letter](#)

[Parks and Rec Advisory Committee Letter](#)

[Parking & Business Improvement Area Recommendations](#)

7. CONTINUED PUBLIC COMMUNICATION

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Council

Special Recognition - Amy Stull for the How to Grow Neighborhood Involvement Workshop

Agenda Date: 11/21/2017
Agenda Item Number: 2.A
File Number: 17-1197

Type: recognition **Version:** 1 **Status:** Recognition

Title

Special Recognition - Amy Stull for the How to Grow Neighborhood Involvement Workshop

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Recognize Amy Stull for the How to Grow Neighborhood Involvement Workshop.

Report

Issue:

The Olympia Police Department will present special recognition.

Staff Contact:

Ronnie Roberts, Chief, Olympia Police Department, 360.753.8409

Presenter(s):

Ronnie Roberts, Chief of Police

Background and Analysis:

On October 21, 2017, Senior Program Specialist, Amy Stull, presented the How to Grow Neighborhood Involvement workshop. Amy and the Olympia Police Department (OPD) hosted international speaker and community policing specialist, John Campbell. The topics covered included, how to organize your neighborhood; how to coordinate with OPD; and how to work together to address nuisance issues. Approximately 50 community members, representing 25 neighborhood associations, attended this event. OPD recognizes Amy today for seeing the need to stay connected to our neighborhoods and keeping them informed on current issues.

Neighborhood/Community Interests (if known):

N/A

Options:

N/A

Type: recognition **Version:** 1 **Status:** Recognition

Financial Impact:

N/A

Attachments:

None



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

City Council

Approval of November 14, 2017 City Council Meeting Minutes

Agenda Date: 11/21/2017
Agenda Item Number: 4.A
File Number: 17-1198

Type: minutes **Version:** 1 **Status:** Consent Calendar

Title

Approval of November 14, 2017 City Council Meeting Minutes



Meeting Minutes - Draft

City Council

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8244

Tuesday, November 14, 2017

7:00 PM

Council Chambers

1. ROLL CALL

Present: 7 - Mayor Cheryl Selby, Mayor Pro Tem Nathaniel Jones, Councilmember Jessica Bateman, Councilmember Jim Cooper, Councilmember Clark Gilman, Councilmember Julie Hankins and Councilmember Jeannine Roe

1.A ANNOUNCEMENTS - None

1.B APPROVAL OF AGENDA

The agenda was approved.

2. SPECIAL RECOGNITION

2.A [17-1142](#) Special Recognition - Small Business Saturday

Mayor Selby read a proclamation recognizing November 25, 2017 as Small Business Saturday. Olympia Downtown Association President Dave Wasson and State of the Art Gallery owner Jeff Barrett thanked the Council and accepted the proclamation.

The recognition was received.

3. PUBLIC COMMUNICATION

Jerry Dierker, Jim Reeves, James Wellings, Walt Jorgensen, and Erica Sayler spoke.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

At Councilmember Roe's request, Community Planning & Development Director Keith Stahley updated the Council on the cold weather shelter task force work and resources downtown. Councilmembers asked clarifying questions.

4. CONSENT CALENDAR

4.A [17-1156](#) Approval of October 30, 2017 City Council Meeting Minutes

The minutes were adopted.

4.B [17-1143](#) Approval of the Program Year 2016 Community Development Block

Grant (CDBG) CAPER Annual Report

The decision was adopted.

- 4.C [17-1090](#) Approval of Building, Engineering and Land Use Fee Increase

The decision was adopted.

- 4.D [17-1047](#) Approval of an Amendment to the Professional Services Agreement for the McAllister Wellfield Corrosion Control Facility

The contract was adopted.

- 4.E [17-1058](#) Approval of a Right-Of-Way Permit Agreement Between the City of Olympia and Well 80 Real Estate, LLC

The contract was adopted.

- 4.F [17-1118](#) Approval of a Resolution Authorizing an Intergovernmental Agreement with City of Tumwater for Fire Vehicle Repair

The contract was adopted.

- 4.G [17-1125](#) Approval of Change Order 3 for the Log Cabin Road Reservoir Project

The decision was adopted.

4. SECOND READINGS (Ordinances) - None

4. FIRST READINGS (Ordinances)

- 4.H [17-1154](#) Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

The ordinance was approved on first reading and moved to second reading.

Approval of the Consent Agenda

Councilmember Hankins moved, seconded by Councilmember Cooper, to adopt the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

5. PUBLIC HEARING

- 5.A [17-0073](#) Public Hearing on the 2019-2024 Six-Year Transportation Improvement Program

Public Works Transportation Project Engineer David Smith briefed the Council on the 2019-2014 Transportation Improvement Program.

Mayor Selby opened the public hearing.

Catherine Brown-Wertz, Bryon Wertz, and Larry Dzieza spoke.

Mayor Selby closed the public hearing.

Councilmembers asked clarifying questions.

The public hearing was held and closed.

6. OTHER BUSINESS

6.A [17-1094](#) Approval of the Phase One Package of the Parking Strategy

Community Planning & Development Associate Director Karen Kenneson briefed the Council on phase one of the Parking Strategy as recommended by the Land Use & Environment Committee. Councilmembers asked clarifying questions.

Mayor Pro Tem Jones moved, seconded by Councilmember Hankins, to approve the phase one package of the Parking Strategy. The motion carried by the following vote:

Aye: 7 - Mayor Selby, Mayor Pro Tem Jones, Councilmember Bateman, Councilmember Cooper, Councilmember Gilman, Councilmember Hankins and Councilmember Roe

6.B [17-1165](#) Discussion of 2018 Utility Rates, Park Impact and Transportation Fees, and Lodging Tax Recommendations

Acting Administrative Services Director Dean Walz provided a recap of proposed transportation and park impact fee rates for 2018.

Public Works Director Rich Hoey provided an overview of 2018 utility rates, including Drinking Water, Wastewater, Storm and Surface Water, Waste ReSources, and General Facility Charges (GFCs).

Councilmember Hankins, as Lodging Tax Advisory Committee Chair, highlighted recommendations for 2018 lodging tax applications.

Mr. Walz noted next steps, including a public hearing on the budget at next week's Council meeting.

Councilmembers asked clarifying questions.

The discussion was completed.

7. CONTINUED PUBLIC COMMUNICATION - None

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

Councilmembers reported on upcoming events and meetings attended.

8.B CITY MANAGER'S REPORT AND REFERRALS

Mr. Hall noted upcoming public meetings and thanked City crews and Puget Sound Energy for efforts in dealing with the wind storm yesterday.

9. ADJOURNMENT

The meeting adjourned at 9:30 p.m.



City Council

Approval of Bid Award for the Pedestrian Crossing Flashing Beacons Project

Agenda Date: 11/21/2017
Agenda Item Number: 4.B
File Number: 17-1071

Type: decision **Version:** 1 **Status:** Consent Calendar

Title

Approval of Bid Award for the Pedestrian Crossing Flashing Beacons Project

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to award the construction contract for the Pedestrian Flashing Beacons project to Totem Electric of Tacoma, Inc., in the amount of \$304,556.26 and authorize the City Manager to execute the contract.

Report

Issue:

Whether to approve staff's recommendation to award the construction contract for the Pedestrian Crossing Flashing Beacons project to Totem Electric of Tacoma, Inc.

Staff Contact:

Jeff Johnstone, P.E., Senior Engineer, Public Works Engineering, 360.753.8290

Presenter(s):

None - Consent Calendar item.

Background and Analysis:

The City actively works to improve pedestrian crossings. Wide, busy streets can be a barrier to pedestrians. Concern about a street crossing can prevent a person from making even a short trip on foot. This project will replace the existing in-pavement flashing crosswalk lights which are reaching the end of their service life at nine crosswalk locations with new flashing beacons. The new flashing beacons will help people walk across busy streets by alerting drivers to pedestrians attempting to cross.

Neighborhood/Community Interests (if known):

Six crossings are on Urban Corridors: State Avenue, two on 4th Avenue, Martin Way, Black Lake Boulevard, and Capitol Way. This will help to make these urban corridors more walkable and help

people access transit, consistent with the Urban Corridors Communities objectives.

Five crossings, one on Martin Way at the Chehalis Western Trail and four near Heritage Park on 4th and 5th Avenues will help people walk for recreation, consistent with the goals of Thurston Thrives and Healthy Kids Safe Streets.

All nine crossings are on transit routes. The beacons will help people access bus stops, which supports our community's Commute Trip Reduction efforts.

Options:

1. Move to award the construction contract for the Pedestrian Flashing Beacons project to Totem Electric of Tacoma, Inc., in the amount of \$304,556.26, and authorize the City Manager to execute the contract.

2. Reject all bids and direct staff to rebid the project.

Delaying the project will impact grant funding from the Federal Highway Administration. A delay could also create higher costs and will require additional staff time.

Financial Impact:

Funding for the project comes from a Surface Transportation Program (STP) grant and Transportation capital improvement funds.

The low bid of \$304,556.26 is 12% above the Engineer's estimate. There are sufficient funds in the budget to complete this project.

Overall project costs:

Total Low Bid:	\$ 304,556.26
Contingency to Award (10%):	\$ 30,456.00
Engineering: Design, Inspection, Consultants	\$ 54,000.00
Total Estimated Project Cost:	\$ 389,012.26

Available Project Funding:

CIP/REET	\$ 56,260.00
STP Grant	\$ 360,440.00
Total Funding	\$ 416,700.00

Attachments:

1. Summary of Bids
2. Vicinity Map

SUMMARY OF BIDS RECEIVED



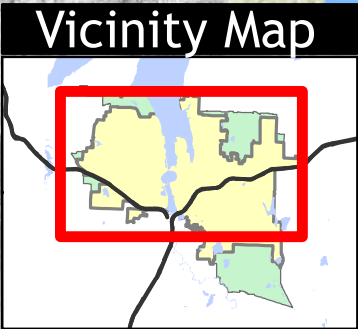
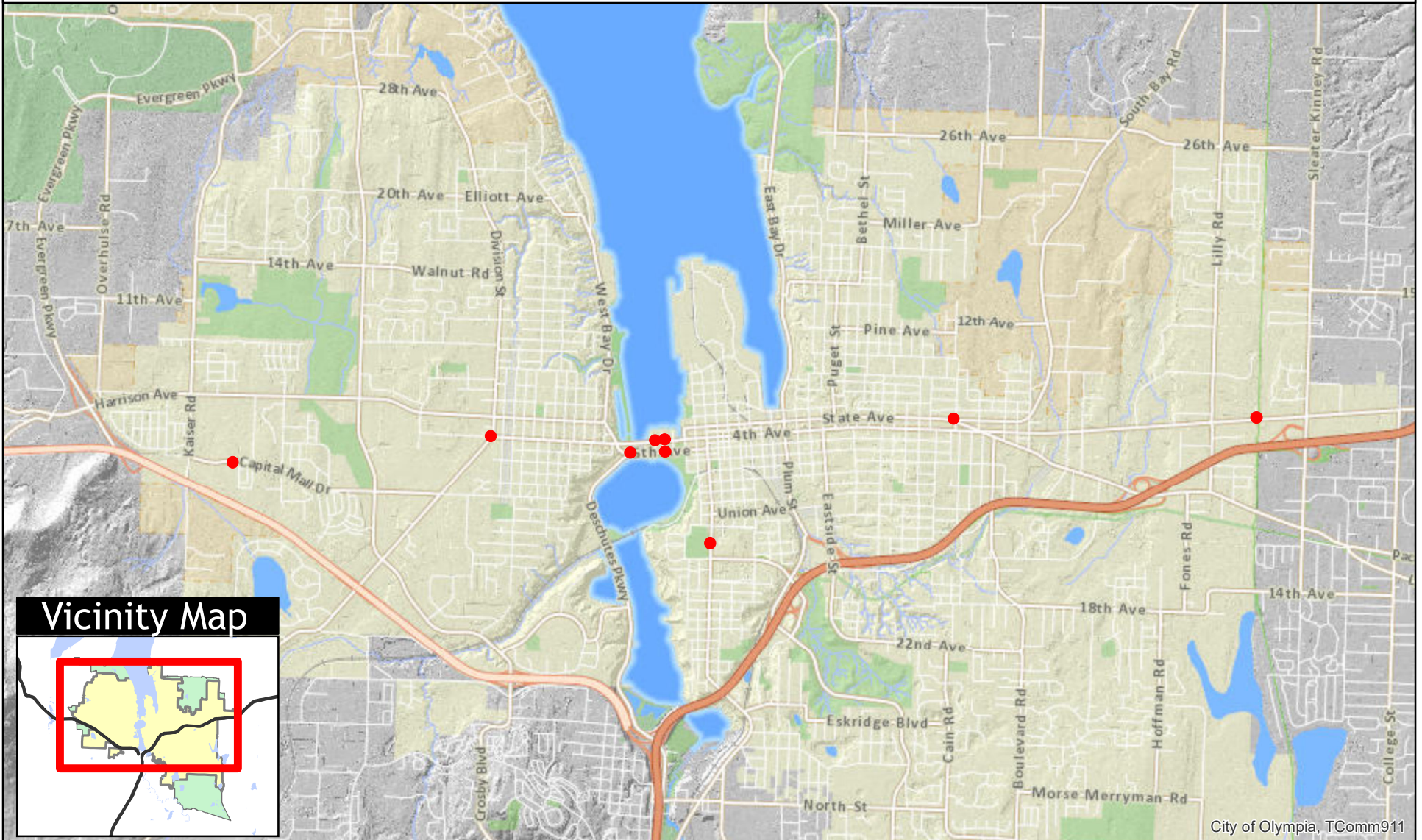
Project Name: Pedestrian Crossing Flashing Beacons
Project Number: 1685G
Federal Project Number: STPUS-9934(021)
Bid Opening Date: 11/1/2017

ENGINEER'S ESTIMATE	CITY OF OLYMPIA	\$ 268,250.00
Bid #1	Totem Electric of Tacoma Inc.	\$ 304,556.26
Bid #2	KBH Construction Co	\$ 319,080.00
Bid #3	Northeast Electric LLC	\$ 338,955.00
Bid #4	Sound Pacific Construction LLC	\$ 479,050.00
Bid #5	Barcott Construction LLC	\$ 491,262.71

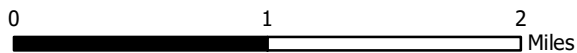


Pedestrian Crossing Flashing Beacons

Project No. 1685G



City of Olympia, TComm911



1 inch = 4,000 feet

Map printed 11/2/2017

● PROJECT LOCATIONS

The City of Olympia and its personnel cannot assure the accuracy, completeness, reliability, or suitability of this information for any particular purpose. The parcels, right-of-ways, utilities and structures depicted hereon are based on record information and aerial photos only. It is recommended the recipient and/or user field verify all information prior to use. The use of this data for purposes other than those for which they were created may yield inaccurate or misleading results. The recipient may not assert any proprietary rights to this information. The City of Olympia and its personnel neither accept or assume liability or responsibility, whatsoever, for any activity involving this information with respect to lost profits, lost savings or any other consequential damages.





City Council

Approval of a Resolution Authorizing a Multi-Family Housing Limited Property Tax Exemption Agreement for 322 5th Avenue SE

Agenda Date: 11/21/2017
Agenda Item Number: 4.C
File Number: 17-1190

Type: resolution **Version:** 1 **Status:** Consent Calendar

Title

Approval of a Resolution Authorizing a Multi-Family Housing Limited Property Tax Exemption Agreement for 322 5th Avenue SE

Recommended Action

Not referred to a committee.

City Manager Recommendation:

Move to approve the resolution authorizing the Multi-family Housing Limited Property Tax Exemption Agreement and authorize the City Manager to execute the agreement with Urban Olympia 4, LLC.

Body

Issue:

Whether to approve a Multi-family Housing Limited Property Tax Exemption Agreement for four new residential apartments located at 322 5th Avenue SE.

Staff Contact:

Leonard Bauer, Deputy Director Community Planning & Development, 360.753.8206

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Mixed Use Project.

Urban Olympia 4, LLC, (represented by Mr. Walker John), is constructing a mixed use building at 322 5th Avenue SE. The project consists of 48 residential apartments and 2,058 square feet of retail space. The total building is approximately 37,500 sq. ft. and is currently under construction. Urban Olympia 4, LLC seeks the eight-year tax exemption for the 48 market-rate residential units.

Tax Exemption Code.

State law authorizes the City of Olympia to adopt a multi-family housing tax exemption program (RCW 84.14). The Multi-Family Tax Exemption provisions contained in Olympia Municipal Code Chapter 5.86 were first passed in August 1997 (Ordinance 5713) with a 10-year property tax

exemption for downtown multi-family projects. The ordinance was amended in December 1997 (Ordinance 5734) to add new residential target areas. The State Legislature revised the 10-year exemption into an 8-year market rate or 12-year affordable housing tax exemption. On January 26, 2009, the City Council adopted the 8- and 12-year provisions along with refinements to the residential target areas (Ordinance 6618).

The primary purpose for the law is to provide added incentives to promote construction of housing in key target areas defined within the ordinance. The property tax exemption applies to only the increased value of building housing (new construction). The exemption does not apply to the land or costs associated with any non-housing improvements. The 48 apartments in this project meet all the requirements to be eligible for a tax exemption, including:

- The housing is located in the Downtown Target Area, which is one of three designated residential target areas adopted by the City Council;
- 50 percent of the space or more is for permanent residential occupancy;
- Four or more new housing units are created;
- The project complies with the City's comprehensive plan, building and zoning codes;
- The construction/rehabilitation will be completed within three years of approval of the application;
- The property was vacant at least 12 months prior to application; and
- No tenant displacement occurred.

Neighborhood/Community Interests (if known):

The project is within the boundaries of the Downtown Neighborhood Association and the Olympia Downtown Association. The apartments are of interest to the arts community in Olympia as the applicant has stated an intent to market them to local artists.

Options:

1. Move to approve the resolution authorizing the Multi-family Housing Limited Property Tax Exemption Agreement and authorize the City Manager to execute the agreement with Urban Olympia 4, LLC.
2. Remove this item from the Consent Calendar and provide further direction to staff.

Financial Impact:

Property taxes will continue to be paid on the underlying property, and on the non-residential portion of the new construction (estimated to be \$475,000). The value of the residential improvements (estimated to be \$8,189,000) will be exempt from Ad Valorem tax for eight years after completion of construction.

Attachments:

Resolution
Agreement

**MULTI-FAMILY HOUSING
LIMITED PROPERTY TAX EXEMPTION AGREEMENT**

THIS AGREEMENT is entered into this ___ day of _____, 2017 by and between Urban Olympia 4 LLC, hereinafter referred to as the “Applicant” and the City of Olympia, Washington, a municipal corporation hereinafter referred to as the “City”.

WITNESSETH:

WHEREAS, the City has an interest in encouraging new construction or rehabilitation of multi-family housing in Residential Target Areas in order to reduce development pressure on single-family residential neighborhoods, to increase and improve housing opportunities, and to encourage development densities supportive of transit use; and

WHEREAS, the City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various Residential Target Areas for the provision of a limited property tax exemption for new multi-family residential housing; and

WHEREAS, the City has, through Olympia Municipal Code Chapter 5.86, enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the Thurston County Assessor-Treasurer that the owner is eligible to receive a limited property tax exemption; and

WHEREAS, the Applicant is interested in receiving a limited property tax exemption for constructing forty-eight (48) units of new multi-family residential housing in the Downtown Residential Target Area; and

WHEREAS, the Applicant has submitted to the City preliminary site plans and floor plans for new multi-family residential housing to be constructed on property situated approximately at 322 5th Avenue East, Olympia, WA 98501 and described more specifically as follows:

Assessor’s Parcel Number:	78503400500
Legal Description:	Lots 5 & 6 in Block 34 of Sylvester Plat of Olympia, as Recorded in Volume 1 of Plats, Page 14, Records of Thurston County, Washington
Street Address:	322 5th Avenue East, Olympia, WA

Herein referred to as the “Site”; and

WHEREAS, the Director of the Department of Community Planning and Development has determined that the improvements will, if completed and operated as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; and

WHEREAS, the Olympia Municipal Code requires an applicant for a limited property tax exemption to enter into a contract with the City, in which the applicant agrees to implement the proposed project on terms satisfactory to the Olympia City Council so as to maintain the improvements' eligibility for the limited property tax exemption;

NOW, THEREFORE, in exchange for the City's consideration of the applicant's request for a Final Certificate of Tax Exemption, the Applicant and the City mutually agree as follows:

1. Each of the recitals set forth above are by this reference incorporated into this Agreement as fully set forth herein.
2. The City agrees to issue the Applicant a Conditional Certificate of Acceptance of Tax Exemption.
3. The Applicant shall construct on the site multi-family residential housing substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City approval of this Agreement. In no event shall such construction provide fewer than four new multi-family permanent residential units nor shall it provide fewer than half of its total residential units as permanent housing.
4. The Applicant shall complete construction of the agreed upon improvements within three (3) years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption or within any extension thereof granted by the City.
5. The Applicant shall, upon completion of the improvements and upon issuance by the City of a temporary or permanent Certificate of Occupancy, file with the City's Community Planning and Development Department the following:
 - A. A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire property;
 - B. A description of the completed work and a statement of qualification for the exemption; and
 - C. A statement that the work was completed within the required three-year period or any authorized extension.
6. Upon the Applicant's successful completion of the improvements in accordance with the terms of this Agreement and on the applicant's filing of the materials described in Paragraph 5 above, and upon the City's approval of a Final Certificate of Tax Exemption, the City shall file the Final Certificate with the Thurston County Assessor-Treasurer.
7. The Applicant shall, within thirty days following the first anniversary of the City's filing of the Final Certificate of Tax Exemption and each year thereafter for a period of eight (8) years, file a notarized declaration with the City's Community Planning and Development Department indicating the following:

- A. A statement of occupancy and vacancy of the multi-family units during the previous year;
 - B. A certification that the property continues to be in compliance with this Agreement; and
 - C. A description of any subsequent improvements or changes to the property.
8. If, during the term of any Final Certificate of Tax Exemption, the Applicant converts to another use any of the new multi-family residential housing units constructed under this Agreement, the Applicant shall notify the Thurston County Assessor-Treasurer and the City's Department of Community Planning and Development within sixty (60) days of such change in use. The City may, in its sole discretion, revoke and cancel the Final Certificate of Tax Exemption effective on the date of the Applicant's conversion of any of the multi-family residential housing units to another use.
9. The applicant shall notify the City promptly of any transfer of the Applicant's ownership interest in the Site or in the improvements made to the Site under this Agreement.
10. In addition to any other powers reserved to the City by law the City may, in its sole discretion, cancel the Final Certificate of Tax Exemption should the Applicant, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement.
11. No modifications of the Agreement shall be made unless mutually agreed upon by the parties in writing.
12. The venue for any dispute related to this Agreement shall be Thurston County, Washington.
13. In the event that any term or clause of this Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement which can be given effect without the conflicting terms or clause, and to this end, the terms of the Agreement are declared to be severable.

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

On this ___ day of _____, 2017, before me, the undersigned a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____ to me known to be _____ of Urban Olympia 4, LLC, a Washington Limited Liability Corporation, who executed the foregoing instrument and acknowledged the said instrument to be his/her/their free and voluntary act and deed of said limited liability corporation, for the uses and purposes therein mentioned and on oath stated that he/she/they is/are authorized to execute the said instrument on behalf of Urban Olympia 4, LLC.

WITNESS my hand and official seal hereto affixed on _____.

Signature
Print Name: _____
NOTARY PUBLIC in and for the State of Washington,
residing at _____
My commission expires: _____

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON,
APPROVING A MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION
AGREEMENT BETWEEN THE CITY OF OLYMPIA (CITY) AND URBAN OLYMPIA 4 LLC
(APPLICANT)**

WHEREAS, the City has an interest in encouraging new construction or rehabilitation of multi-family housing in Residential Target Areas in order to reduce development pressure on single-family residential neighborhoods, to increase and improve housing opportunities, and to encourage development densities supportive of transit use; and

WHEREAS, the City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various Residential Target Areas for the provision of a limited property tax exemption for new multi-family residential housing; and

WHEREAS, the City has, through Olympia Municipal Code Chapter 5.86, enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the Thurston County Assessor-Treasurer that the owner is eligible to receive a limited property tax exemption; and

WHEREAS, the Applicant is interested in receiving a limited property tax exemption for constructing forty-eight (48) units of new multi-family residential housing in the Downtown Residential Target Area; and

WHEREAS, the Applicant has submitted to the City preliminary site plans and floor plans for new multi-family residential housing to be constructed on property situated approximately at 322 5th Avenue East, Olympia, WA 98501; and

WHEREAS, the Director of the Department of Community Planning and Development has determined that the improvements will, if completed and operated as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; and

WHEREAS, the Olympia Municipal Code requires an applicant for a limited property tax exemption to enter into a contract with the City, in which the applicant agrees to implement the proposed project on terms satisfactory to the Olympia City Council so as to maintain the improvements' eligibility for the limited property tax exemption;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL DOES HEREBY RESOLVE as follows:

1. The Olympia City Council hereby approves the form of Multi-Family Housing Limited Property Tax Exemption Agreement between the City of Olympia and Urban Olympia 4 LLC attached hereto as Exhibit A and the terms and conditions contained therein.
2. The City Manager is authorized and directed to execute on behalf of the City of Olympia the attached Multi-Family Housing Limited Property Tax Exemption Agreement, and any other documents necessary to execute said Agreement, and to make any minor modifications as may

be required and are consistent with the intent of the attached Multi-Family Housing Limited Property Tax Exemption Agreement, or to correct any scrivener's errors.

PASSED BY THE OLYMPIA CITY COUNCIL this _____ day of _____ 2017.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

Exhibit A

MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT

THIS AGREEMENT is entered into this ___ day of _____, 2017 by and between Urban Olympia 4 LLC, hereinafter referred to as the “Applicant” and the City of Olympia, Washington, a municipal corporation hereinafter referred to as the “City”.

WITNESSETH:

WHEREAS, the City has an interest in encouraging new construction or rehabilitation of multi-family housing in Residential Target Areas in order to reduce development pressure on single-family residential neighborhoods, to increase and improve housing opportunities, and to encourage development densities supportive of transit use; and

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Herein referred to as the “Site”; and

WHEREAS, the Director of the Department of Community Planning and Development has determined that the improvements will, if completed and operated as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; and

WHEREAS, the Olympia Municipal Code requires an applicant for a limited property tax exemption to enter into a contract with the City, in which the applicant agrees to implement the proposed project on terms satisfactory to the Olympia City Council so as to maintain the improvements' eligibility for the limited property tax exemption;

NOW, THEREFORE, in exchange for the City's consideration of the applicant's request for a Final Certificate of Tax Exemption, the Applicant and the City mutually agree as follows:

1. Each of the recitals set forth above are by this reference incorporated into this Agreement as fully set forth herein.
2. The City agrees to issue the Applicant a Conditional Certificate of Acceptance of Tax Exemption.
3. The Applicant shall construct on the site multi-family residential housing substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City approval of this Agreement. In no event shall such construction provide fewer than four new multi-family permanent residential units nor shall it provide fewer than half of its total residential units as permanent housing.
4. The Applicant shall complete construction of the agreed upon improvements within three (3) years from the date the City issues the Conditional Certificate of Acceptance of Tax Exemption or within any extension thereof granted by the City.
5. The Applicant shall, upon completion of the improvements and upon issuance by the City of a temporary or permanent Certificate of Occupancy, file with the City's Community Planning and Development Department the following:
 - A. A statement of expenditures made with respect to each multi-family housing unit and the total expenditures made with respect to the entire property;
 - B. A description of the completed work and a statement of qualification for the exemption; and
 - C. A statement that the work was completed within the required three-year period or any authorized extension.
6. Upon the Applicant's successful completion of the improvements in accordance with the terms of this Agreement and on the applicant's filing of the materials described in Paragraph 5 above, and upon the City's approval of a Final Certificate of Tax Exemption, the City shall file the Final Certificate with the Thurston County Assessor-Treasurer.
7. The Applicant shall, within thirty days following the first anniversary of the City's filing of the Final Certificate of Tax Exemption and each year thereafter for a period of eight (8) years, file a notarized declaration with the City's Community Planning and Development Department indicating the following:

- A. A statement of occupancy and vacancy of the multi-family units during the previous year;
 - B. A certification that the property continues to be in compliance with this Agreement; and
 - C. A description of any subsequent improvements or changes to the property.
8. If, during the term of any Final Certificate of Tax Exemption, the Applicant converts to another use any of the new multi-family residential housing units constructed under this Agreement, the Applicant shall notify the Thurston County Assessor-Treasurer and the City's Department of Community Planning and Development within sixty (60) days of such change in use. The City may, in its sole discretion, revoke and cancel the Final Certificate of Tax Exemption effective on the date of the Applicant's conversion of any of the multi-family residential housing units to another use.
9. The applicant shall notify the City promptly of any transfer of the Applicant's ownership interest in the Site or in the improvements made to the Site under this Agreement.
10. In addition to any other powers reserved to the City by law the City may, in its sole discretion, cancel the Final Certificate of Tax Exemption should the Applicant, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement.
11. No modifications of the Agreement shall be made unless mutually agreed upon by the parties in writing.
12. The venue for any dispute related to this Agreement shall be Thurston County, Washington.
13. In the event that any term or clause of this Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement which can be given effect without the conflicting terms or clause, and to this end, the terms of the Agreement are declared to be severable.



City Council

Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Agenda Date: 11/21/2017
Agenda Item Number: 4.D
File Number:17-1154

Type: ordinance **Version:** 2 **Status:** 2d Reading-Consent

Title

Approval of Ordinance Adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager Recommendation:

Move to approve the ordinance adopting the Woodard Lane Co-Housing Planned Residential Development and Zoning Map Amendment on second reading, and authorize the Mayor to sign the amended City of Olympia Zoning Map.

Report

Issue:

Whether to adopt an Ordinance approving the final Woodard Lane Co-Housing Planned Residential Development and approving the Zoning Map Amendment,.

Staff Contact:

Catherine McCoy, Associate Planner, Community Planning and Development, 360.570.3776

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

Background and analysis have not changed from first to second reading.

In 2008, the City Council approved the Woodard Lane Co-Housing Tenants in Common preliminary Planned Residential Development (PRD). The City Council subsequently approved two amendments to the preliminary PRD in 2014 and 2017, respectively.

All required improvements associated with the preliminary PRD have been completed and approved by the Director of the Community Planning and Development Department. The Woodard Lane Co-

Housing Tenants in Common now seek final approval of the PRD, including a binding site plan describing the lots within the PRD.

Olympia Municipal Code 18.56.080 states: “After finding that the final PRD has been completed in accordance with the provisions of the approved preliminary PRD, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the City are fully protected, the City Council shall approve the final PRD, accepting the dedications and easements which are included thereon.”

An approved PRD is required to be referenced on the official zoning map, an ordinance must be adopted amending the map to include a reference to the binding site plan. The binding site plan includes any continuing conditions of PRD approval.

Woodard Lane Co-Housing PRD Timeline:

1. Preliminary Planned Residential Development application with Binding Site Plan submitted August 16, 2006;
2. SEPA Determination of Nonsignificance issued December 28, 2007;
3. Hearing Examiner recommendation of approval of the preliminary PRD to City Council, April 17, 2008;
4. City Council approval of the preliminary Planned Residential Development proposal, July 22, 2008;
5. Preliminary Binding Site Plan recorded with the Thurston County Auditor’s Office, April 29, 2010;
6. Amendment to the preliminary PRD to increase the total number of residential units from sixteen to eighteen, in the R 4-8 zoning district, through the use of Transfer of Development Rights (TDRs), February 20, 2013;
7. Hearing Examiner recommendation of approval of the amendment to the PRD, August 15, 2013;
8. City Council approval of the Amendment to the PRD, April 15, 2014;
9. Amendment to the preliminary PRD to increase the number of approved off-street parking spaces by six (6), from 26 to 32 spaces, and add approximately 2,000 square feet of impervious asphalt pavement intended to be used for three of the new parking spaces and a bicycle path, May 11, 2016;
10. Hearing Examiner recommendation of approval of the amendment to the PRD, October 3, 2016;
11. City Council approval of the Amendment to the PRD, February 28, 2017;
12. Final PRD application with final Binding Site Plan submitted April 10, 2017.

Neighborhood/Community Interests (if known):

City Staff facilitated the first neighborhood meeting shortly after the preliminary PRD application was submitted (Item 1 above), and again after the applications to amend the PRD were submitted (Items 6 and 9). Adjacent property owners have participated in the review and approval process of this PRD proposal. Public comments received at the meetings were captured and considered by Staff and the

Hearing Examiner, and provided to the City Council for their consideration prior to approving the preliminary PRD and amendments thereto.

Options:

1. Approve the Woodard Lane Co-Housing Final Planned Residential Development;
2. Delay the approval and continue to a future date to allow for additional staff analysis desired by the Council; or
3. Do not approve the Woodard Lane Co-Housing PRD.

Financial Impact:

N/A

Attachments:

Ordinance
Final PRD Application Forms
Final Binding Site Plan
Resolution 1709
Resolution 1804
Resolution 1866

Ordinance No. 7106

AN ORDINANCE RELATED TO ZONING, SPECIFICALLY TO PLANNED RESIDENTIAL DEVELOPMENTS AND IN PARTICULAR THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT, CP&D FILE NOS. 05-0121 and 17-1387; ADOPTING COUNCIL FINDINGS OF FACT AND CONCLUSIONS OF LAW APPROVING AND ADOPTING THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT R05-0121; AUTHORIZING AND DIRECTING AMENDMENT OF THE CITY'S ZONING MAP TO DESIGNATE THE WOODARD LANE CO-HOUSING PLANNED RESIDENTIAL DEVELOPMENT; AND AMENDING CHAPTER 18.56 OF THE OLYMPIA MUNICIPAL CODE.

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. M-1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), CP&D File No. 05-0121; and

WHEREAS, the preliminary binding site plan (BSP) for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on April 15, 2014, the City Council passed Resolution No. M-1804, which adopted findings of fact and conclusions of law and amended the Woodard Lane Co-Housing BSP by granting preliminary approval of an amendment increasing the number of approved residential units from 16 to a maximum of 18 housing units, CP&D File No. 13-0024; and

WHEREAS, on February 28, 2017, the City Council passed Resolution No. M-1866, which adopted findings of fact and conclusions of law, and amended the Woodard Lane Co-Housing PRD by granting preliminary approval of an amendment increasing the number of available off-street vehicle parking spaces from 26 to 32 and construction of approximately 2,000 square feet of additional asphalt pavement area subject to certain conditions recommended by the Olympia Hearing Examiner, CP&D File No. 16-0061; and

WHEREAS, the Woodard Lane Co-Housing Tenants in Common have applied for final approval of the PRD; and

WHEREAS, for the reasons set forth in the Findings of Fact and Conclusions of Law and Decision below, the Council has determined that the Woodard Lane Co-Housing Planned Residential Development should be approved;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

SECTION 1. Adoption of Council Findings of Fact and Conclusions of Law. The following Council Findings of Fact and Conclusions of Law in the Woodard Lane Co-Housing Planned Residential Development CPD File No. 16-0061 are hereby adopted:

FINDINGS

1. Olympia Municipal Code Chapter 18.56 sets out the process for review of Planned Residential Developments.
2. On August 16, 2006, the Woodard Lane Co-Housing Tenants in Common submitted a Planned Residential Development Application to the Olympia Community Planning & Development Department (CP&D) for preliminary approval of a planned residential development (PRD) located within the city limits of Olympia, to be known as Woodard Lane Co-Housing.
3. The City of Olympia issued a SEPA Determination of Non-Significance on December 28, 2007.

4. On February 11, 2008, a public hearing was conducted by the Olympia Hearing Examiner who subsequently issued a decision on April 17, 2008, recommending that the City Council approve the preliminary PRD.
5. The Olympia City Council on July 15, 2008, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner, as subsequently clarified by staff, and passed Resolution No. M-1709, granting preliminary approval of the Woodard Lane Co-Housing PRD.
6. The preliminary binding site plan for the Woodard Lane Co-Housing PRD was recorded with the Thurston County Auditor in April 29, 2010 under Auditor's File No. 4148173.
7. On February 20, 2013, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights, OMC 18.04.080(A)(5).
8. The Olympia City Council on April 15, 2014, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner and passed Resolution No. M-1804, granting approval of an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights.
9. On May 11, 2016, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area.
10. The Olympia City Council on February 28, 2017, in regular session, considered a staff report and the recommendations of the Olympia Hearing Examiner and passed Resolution No. M-1866, granting approval of an amendment to the previously approved preliminary Woodard Lane Co-Housing PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area.
11. On April 10, 2017, Woodard Lane Co-Housing Tenants in Common submitted an application for final PRD approval.
12. This Ordinance is adopted pursuant to Chapter 18.56 of the Olympia Municipal Code and Article 11, Section 11, of the Washington Constitution and any other legal authority.
13. This Ordinance is supported by the staff report, attachments, and documents on file with the Office of the Hearing Examiner and Department of Community Planning and Development.
14. Any finding of fact more properly deemed a conclusion of law shall be considered as such.

Based on its consideration of the foregoing, the Olympia City Council enters the following:

CONCLUSIONS OF LAW

1. Pursuant to Olympia Municipal Code 18.56.080, the Olympia City Council determines that:
 - a. The final Woodard Lane Co-Housing PRD has been completed in accordance with the provisions of the approved preliminary PRD, as amended.

- b. All required improvements have been completed and the interests of the City are fully protected.
- c. The final Woodard Lane Co-Housing PRD consists of a binding site plan.
- d. The final Woodard Lane Co-Housing PRD shall constitute a limitation on the use and design of the site.

BASED ON THE FOREGOING FINDINGS OF FACT AND CONCLUSIONS OF LAW, THE OLYMPIA CITY COUNCIL HEREBY ENTERS THE FOLLOWING:

DECISION

Section 2. Pursuant to Olympia Municipal Code 18.56.080, the Olympia City Council hereby approves and adopts the final Woodard Lane Co-Housing Planned Residential Development.

Section 3. The City Manager or their designee is hereby authorized and directed to modify the Official City of Olympia Zoning Map to designate the area of the Woodard Land Co-Housing Planned Residential Development as set forth in Section 4 of this Ordinance. The Mayor is authorized to sign the map reflecting this Ordinance.

Section 4. Amendment of OMC 18.56. Olympia Municipal Code Chapter 18.56 is hereby amended to read as follows:

Chapter 18.56
PRD - PLANNED RESIDENTIAL DEVELOPMENT

18.56.000 Chapter Contents

Sections:

- 18.56.020 Purpose.
- 18.56.040 General requirements.
- 18.56.060 Preliminary approval process.
- 18.56.080 Final PRD approval.
- 18.56.100 Expiration and extensions.
- 18.56.120 Administration and enforcement.
- 18.56.140 Development and design standards.
- 18.56.160 Woodard Lane Co-Housing Planned Residential Development.

18.56.020 Purpose

The intent of the PRD regulations is to permit greater flexibility and, consequently, more creative and imaginative design as required for the development within the MR 7-13, MR 10-18, and certain other residential areas than generally is possible under conventional zoning regulations. It is further intended to promote urban infilling and more economical and efficient use of the land, while providing a development which is compatible with the surrounding neighborhood, a harmonious variety of housing choices, a higher level of urban amenities, and preservation of natural topography, unique geological features, and open space. It is also intended to encourage

the provision of more usable and suitably located recreation facilities and other public and common facilities than would otherwise be provided under conventional land development procedures.

Additionally, it is the purpose of this Chapter to enable clustering of development in order to preserve the significant wildlife habitat located in certain land use districts as depicted in the Comprehensive Plan and take the greatest possible advantage of existing topography and other natural features to promote environmental and aesthetic goals by optimizing siting, orientation, layout and design of structures to protect natural vegetation, wetlands, drainage areas, slopes and other natural features.

18.56.040 General requirements

- A. Land Use Districts. Planned Residential Development may be permitted in R4, R 4-8, R 6-12, MR 7-13 and MR 10-18 zoning districts.
- B. Minimum Site Area. None
- C. Permitted Uses. Permitted uses are as follows:
 - 1. Residential uses and other permitted uses within the underlying use district.
 - 2. Accessory uses to the above.
 - 3. Uses that may be allowed by conditional use permit in the underlying zone, subject to the requirements of Subsection 18.56.140(F), Nonresidential Uses.
- D. Density. The density requirements of the underlying use district shall apply.
- E. Platting Requirements. When any parcel of land in a PRD is intended for individual ownership or sale, the platting and procedural requirements of the Olympia Subdivision Ordinance and applicable State laws pertaining to the subdivision and conveyancing of land and the preparation of maps shall be followed. Applications for preliminary or short plat approval should be submitted simultaneously, and processed concurrently, with applications for PRD approval.

18.56.060 Preliminary approval process

- A. Pre-submission Conference. Prior to making application, the developer may meet with the Director or his/her designee for an initial pre-submission discussion of the proposal.
- B. Application For Preliminary Approval. An application for a PRD may be filed only by a person having a legal interest in the property. The applicant shall complete a PRD application and environmental checklist, together

with preliminary development plans and other required supplementary material. Accuracy for all data and information submitted on or with a preliminary development plan shall be the responsibility of the applicant.

C. Hearing Examiner. A preliminary PRD shall be submitted to the Hearing Examiner with an application for PRD approval for review and recommendation to the City Council. Prior to the approval of a preliminary PRD application, the Hearing Examiner shall hold a public hearing thereon, and notices thereof shall be given as provided in Chapter 18.78, Public Notification. The Hearing Examiner shall not recommend approval of a PRD unless s/he determines that said plan complies with all policies of the Comprehensive Plan, the requirements of the Unified Development Code, the purposes of Section 18.56.020, Purpose and the provisions of this Chapter. The Hearing Examiner may recommend terms and conditions of approval, and further public review of additional information and analyses in order to insure such compliance. The Hearing Examiner shall forward a recommendation to the City Council.

D. City Council. The Council shall schedule a meeting to consider the Hearing Examiner's recommendation. Such consideration shall be based upon the record which was established at the hearing held by the Hearing Examiner, provided that new evidence which was not available at the time of hearing may be included. The term "new evidence" shall mean only evidence discovered after the hearing held by the Hearing Examiner and shall not include evidence which was available or which could reasonably have been available and was simply not presented at the hearing for whatever reason. The Council may:

1. Remand the matter back to the Hearing Examiner for another hearing;
2. Continue to a future date to allow for additional staff analysis desired by the Council;
3. Deny the PRD application;
4. Modify the Hearing Examiner's decision based on applicable criteria and adopt their own findings and conclusions and approve the PRD; or
5. Adopt the findings of the Hearing Examiner and accept the recommendation, findings and conclusion of the Hearing Examiner as their own.

An approved PRD, or subsequent revision thereto, shall be binding as to the general intent and apportionment of land for buildings, stipulated use and circulation pattern. The terms and conditions upon which approval was given shall not be changed except as provided in Subsection 18.56.120(B), Minor and Major Adjustments.

E. Permits.

1. Engineering Permits. Engineering permits may be issued for development within a PRD prior to the approval of the final PRD, provided that:

- a. The improvements will be consistent with the approved preliminary PRD;
 - b. The City has reviewed the application and determined that the improvements are to be constructed in conformance with Olympia Municipal Code and City Development Standards;
 - c. All required improvements have been completed or arrangements or contracts have been entered into to guarantee that such required improvements will be completed for the phase of the project involved; and
 - d. Partial or complete construction of improvements shall not relieve the developer from, nor impair City enforcement of, conditions of preliminary PRD approval.
2. Building Permits. Building permits may be issued for any structure within a PRD prior to the approval of the final PRD, provided that:
- a. The construction will be consistent with the approved preliminary PRD;
 - b. The building permit application must identify the location and dimensions of the proposed building in relation to all lot lines for the site and must provide proposed building elevations;
 - c. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s);
 - d. All required improvements have been completed or arrangements or contracts have been entered into to guarantee that such required improvements will be completed for the phase of the project involved;
 - e. Partial or complete construction of structures shall not relieve the developer from, nor impair City enforcement of, conditions of PRD approval; and
 - f. Units may not be rented or sold until final PRD approval.

18.56.080 Final PRD approval

A. Application. Application for final PRD approval:

1. For any portion of the PRD which is to be platted, approval of the final plat shall constitute final development plan approval for the platted portion of the PRD. Application requirements shall be as provided for final plat approval under City Ordinance.

2. For any portion of the PRD which is not to be platted, approval of a binding site plan shall constitute final development plan approval. The Director may attach terms and conditions to the approval of the site plan if necessary to insure compliance with the preliminary PRD. Review of the site plan shall be as provided in Chapter 18.60, Site Plan Review.

B. City Council. Within five (5) years of the date of the preliminary PRD approval, the applicant shall submit a final PRD for the proposed development for approval by the City Council. After finding that the final PRD has been completed in accordance with the provisions of the approved preliminary PRD, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the City are fully protected, the City Council shall approve the final PRD, accepting the dedications and easements which are included thereon. The final PRD shall consist of a final plat, binding site plan, or any combination thereof. The approved final PRD shall constitute a limitation on the use and design of the site.

C. Phasing. If a proposed PRD is to be developed in phases, the project as a whole shall be portrayed on the preliminary PRD, and each phase shall individually receive final development plan review and approval according to the procedures established herein. Those portions of the PRD which have received preliminary approval but which have not yet received final approval shall be subject to the provisions of Section 18.56.100, Expiration and Extensions.

D. Rezone. A PRD resulting from the application of the provisions of this Chapter shall be referenced on the official zoning map by adoption of an ordinance amending the map to include a reference to the relevant final plat or binding site plan. Such plat or binding site plan shall include on its face or by reference any continuing conditions of PRD approval. Once the development plan receives final site plan approval, all persons and parties, their successors, heirs or assigns, who own, have or will have by virtue of purchase, inheritance or assignment, any interest in the real property within the PRD, shall be bound by the conditions attending the approval of the development and the provisions of this Development Code.

18.56.100 Expiration and extensions

A. If a final PRD is not approved within five (5) years from the date of preliminary PRD approval, the preliminary PRD approval shall expire and the land and the structures thereon shall be used only for a lawful purpose permissible within the underlying zone.

B. Knowledge of expiration date and initiation of a request for extension of approval time is the responsibility of the applicant. The City shall not be held accountable for notification of expirations.

18.56.120 Administration and enforcement

A. Building Permit. Building permits and other permits required for the construction or development of property under the provisions of this Chapter shall be issued only when the work to be performed meets the requirements of the final plan and program elements of the PRD, except as provided in Section 18.56.060(E).

B. Minor and Major Adjustments of the Final Plan.

1. Minor adjustments may be made and approved when a building permit is issued. Any such alteration must be approved by the Department. Minor adjustments are those which may affect the precise dimensions or siting of buildings (i.e., lot coverage, height, setbacks), but which do not affect the basic character or arrangement and number of buildings approved in the preliminary or final plan, nor the density of the development or the amount and quality of open space and landscaping. Such dimensional adjustments shall not vary more than ten (10) percent from the original, nor shall they permit development which would conflict with Section 18.56.140. The applicant shall submit five (5) copies of a revised or adjusted Final Development Plan of the applicable portions(s) of the PRD to the City for the completion of its files.

2. Major adjustments are those which substantially change the character, basic design, density, open space or other requirements and conditions of the Planned Residential Development. When a change constitutes a major adjustment, no building or other permit shall be issued without prior review of such adjustment by the Hearing Examiner and approval by the City Council.

18.56.140 Development and design standards

A. General Criteria.

1. All requirements of the underlying use district and other city ordinances, including but not limited to urban design guidelines, connecting streets, tree protection and drainage design and erosion control shall apply within the PRD unless specifically modified pursuant to the provisions of this chapter.

2. Any action to approve a preliminary development plan for a proposed PRD shall be based upon the following findings:

a. That the proposed development is in conformance with the Comprehensive Plan;

b. That exceptions from the standards of the underlying district are warranted by the design and amenities incorporated in the development plan and program;

c. That the system of ownership and means of developing, preserving and maintaining open space are suitable, as provided in Section 18.56.140(D).

3. The Department may require the proposed development to be clustered on a portion of the site in order to preserve significant wildlife habitat (see Map 2-4 in the Comprehensive Plan) and well-head protection areas.

4. If a plat is involved, the City shall issue no building permit for vertical construction for a multifamily structure in a PRD until final plat approval has been granted for the single-family lots in the PRD, if any. If the PRD is to be built in phases, this requirement shall apply to the development in each phase.

B. Minimum Lot Size. The Hearing Examiner may allow lot sizes to be reduced (provided that the applicable setback requirements are met) to enable creation of common open space or allow preservation of significant wildlife habitat or a wellhead protection area.

C. Maximum Coverage. Building coverage and development coverage of individual parcels may exceed the percentage permitted by the underlying zone, provided that the overall coverage of the project as a whole does not exceed the percentage permitted by the underlying zone.

D. Open Space.

1. Common open space, if any, may contain such structures and improvements as are necessary and appropriate for the out-of-doors enjoyment by residents of the PRD.

2. The developer shall provide a bond or other assurance acceptable to the City Council that any improvements made in the common open space will be completed. The City shall release the bond or other assurance when the improvements have been completed in accordance with the development plan.

3. Before approval of the final development plan may be granted, the developer shall submit to the City covenants, deeds and/or homeowners' association bylaws and other documents guaranteeing maintenance, construction, common fee ownership, if applicable, of open space, community facilities, stormwater facilities, private roads and drives, and all other commonly owned and operated property. These documents shall be reviewed and approved by the City staff to insure that they comply with the requirements of this chapter prior to approval of the final development plan by the City. Such documents and conveyances shall be accomplished and be recorded, as applicable, with the County Auditor as a condition of any final development plan approval.

4. All common open space shall be landscaped in accordance with the landscaping plan submitted by the applicant and approved by the City. Natural landscape features which are to be preserved, such as existing trees, drainage ways, rock outcroppings, etc., may be accepted as part of the landscaping plan.

5. That portion of the open space which is to be available for the common use of the residents of the PRD shall be either:

- a. Conveyed to a public agency which will agree to maintain the common open space and any buildings, structures, or improvements which have been placed on it; or
- b. Owned in common by the property owners within the MPD or a Homeowners' Association.

E. Perimeter Treatment. Relationship of PRD Site to Adjacent Area. The design of a PRD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PRD shall be so designed as to minimize undesirable impact of the PRD on adjacent properties and, conversely, to minimize undesirable impact of adjacent land use and development characteristics on the PRD.

F. Nonresidential Uses.

1. Nonresidential uses are permitted in a PRD as specified in Section 18.56.040(C).
2. Uses permitted by conditional use permit in the underlying zone shall conform to standards as provided in Chapter 18.48, Conditional Uses.
3. Permitted uses shall conform to the standards of that use district, and to the following additional requirements:
 - a. Building permits or occupancy permits for such uses shall not be issued until building permits have been issued for one-half (1/2) of the total dwelling units.
 - b. Screening and landscaping shall be provided adequate to protect all neighboring uses from potential adverse effects.
 - c. All sides of the proposed buildings shall be finished in a style which is harmonious with the development as a whole and with neighboring uses.
4. Accessory uses such as storage of boats, campers and recreational vehicles shall be permitted only if visual screening is provided. This same provision shall apply to garbage storage, recycling and collection areas.

18.56.160 Woodard Lane Co-Housing Planned Residential Development

On November 14, 2017, the Olympia City Council approved and adopted the Woodard Lane Co-Housing Planned Residential Development, the details and regulations of which are found in Ordinance No. 7106, on file with the City Clerk.

Section 5. Codification. Only Section 4 of this Ordinance shall be codified.

Section 6. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, to include the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Severability. The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances, shall be unaffected.

Section 8. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 9. Effective Date. This Ordinance shall take effect five (5) days after publication, as provided by law.

MAYOR
ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Darren Nienaber

DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:



GENERAL LAND USE APPLICATION

OFFICIAL USE ONLY

Case #: 17-1387 Master File #: 16-0061 Date: 4/10/17
 Received By: W.SHAUFLER Related Cases: _____ Project Planner: C.MCCOY

One or more of the following **Supplements** must be attached to this **General Land Use Application** and submitted **electronically with the application**:

- | | |
|---|--|
| <input type="checkbox"/> Adjacent Property Owner List | <input type="checkbox"/> Large Lot Subdivision |
| <input type="checkbox"/> Annexation Notice of Intent | <input type="checkbox"/> Parking Variance |
| <input type="checkbox"/> Annexation Petition (with BRB Form) | <input type="checkbox"/> Preliminary Long Plat |
| <input checked="" type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Preliminary PRD |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Reasonable Use Exception (Critical Areas) |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> SEPA Checklist |
| <input type="checkbox"/> Design Review – Concept (Major) | <input type="checkbox"/> Shoreline Development Permit (JARPA Form) |
| <input type="checkbox"/> Design Review – Detail | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Environmental Review (Critical Area) | <input type="checkbox"/> Soil and Vegetation Plan |
| <input type="checkbox"/> Final Long Plat | <input type="checkbox"/> Variance or Unusual Use (Zoning) |
| <input type="checkbox"/> Final PRD | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Land Use Review (Site Plan) Supplement | _____ |

Project Name: Woodard Lane Cohousing

Project Address: 1620 Woodard Ave NW Olympia, WA 98502

Applicant: Liv Monroe

Mailing Address: 1620 Woodard Ave NW Unit B4, Olympia, WA 98502

Phone Number(s): 360-357-4503

E-mail Address: livmonroe@gmail.com

Owner (if other than applicant): many others plus applicant

Mailing Address: _____

Phone Number(s): _____

Other Authorized Representative (if any): Jim Anest

Mailing Address: 1620 Woodard Ave NW Unit C1, Olympia, WA 98502

Phone Number(s): 360-943-0909

E-mail Address: jpanest@gmail.com

Project Description: Co-Housing

Size of Project Site: 2.901 acres

Assessor Tax Parcel Number(s): 84690000200 = lot 2 bldg A, 84690000300 = lot 3 bldg D 84690000400 = lot 4, plus all the parcel numbers already assigned to the individually owned condominiums

Section : 10 Township: 18 Range: 2W

Full Legal Description of Subject Property (attached):

Section 10 Township 18 Range 2W Quarter NE SW Plat Parker & Hayes Addition BSP1000220L LT2
Document 4148171. Replace "LT2" with "LT1", "LT3" and "LT4" to include all parts.

Zoning: R4-8

Shoreline Designation (if applicable): _____

Special Areas on or near Site (show areas on site plan):

- Creek or Stream (name): Schneider Creek
- Lake or Pond (name): _____
- Swamp/Bog/Wetland Historic Site or Structure
- Steep Slopes/Draw/Gully/Ravine Flood Hazard Area (show on site plan)
- Scenic Vistas None

Water Supply (name of utility if applicable): Olympia City Water

Existing: _____

Proposed: _____

Sewage Disposal (name of utility if applicable): Olympia City Sewer

Existing: _____

Proposed: _____

Access (name of street(s) from which access will be gained): Woodard Ave NW and Muirhead Ave NW

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Olympia and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City that apply to this application.

Signature Liv Monroe

Date 4/2/2017

_____ I understand that for the type of application submitted, **the applicant is required to pay actual Hearing**
Examiner
Initials **costs**, which may be higher or lower than any deposit amount. I hereby agree to pay any such costs.

Applicants may be required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.



GENERAL LAND USE APPLICATION

SUBMITTAL REQUIREMENTS

REQUIRED FOR EVERY LAND USE APPLICATION AND SUPPLEMENTAL APPLICATION(S)

Provide the following:

- All required submittal materials, reports, plans, documents and applications shall be provided in electronic format (Memory stick, USB drive etc.) and
- 2 complete full size hard copy sets of all required materials, reports and documents and
- Original signed application(s), accompanied by a scanned electronically submitted copy.
- All applicable fees are due at time of submittal.

The General Land Use Application shall include each of the following:

1. Vicinity map depicting location of project with respect to nearby streets and other major features, and encompassing at least one (1) square mile, and not more than forty (40) square miles.
2. Unless exempt, an environmental checklist with a title-company certified list of property owners of record within 300 feet of the project site. (list requirements below). (See Olympia Municipal Code (OMC) 14.04.060 and WAC 197-11-800 regarding SEPA exemptions.)
3. All supplemental attachments for each and every land use approval required by the City of Olympia for the proposed project.
4. A map to scale depicting all known or suspected critical areas on the site or within 300 feet of the site. (See Chapter 18.32 of the OMC.)
5. An Environmental Review Report if within 300 feet of any critical area (wetland, stream, landslide hazard area or other critical area. (See Chapter 18.32 of the OMC.)

If your project requires a certified property owner list to be submitted:

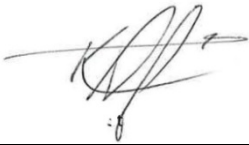
1. Before ordering a property owner list from a title company, please request from a Planner from Community Planning & Development Department to provide you with a map of the properties to be included. Generally, this will include properties within 300 feet of the project site and possibly additional properties depending on the location of your project.
2. The list of property owners shall be certified by a title company. Certification may be done on a cover sheet included with the list. The certification should include, at minimum: 1) the name of the title company, 2) the date the mailing list was prepared, 3) the name and signature of the person who prepared it, 4) the total number of records, and 5) a map showing the properties of the property data obtained.
3. Submit the list on a flash drive or memory stick in Excel worksheet format. The list shall include the following for each property:
 - Property owner's complete mailing address
 - Property complete mailing address. (Situs Address)
 - Tax parcel number(s) for each property
4. The cover sheet and list shall be submitted to the city in electronic format and hard copy.

USB Drive File Format-

Electronic Files provided on a USB Drive shall have:

- Each plan set, applications and reports required shall be listed individually on the USB Drive
- Document name examples to be used are referenced below:
 - Site Plan, Landscape Plan, Wetland Report, Wetland Survey, Soil and Vegetation Plan, Stormwater Site Plan, Drainage and Erosion Control Plan, Grading Plan, Architectural Plan Set, Civil Plan Set, Geotech Report, Integrated Pest Management Plan, Traffic Impact Analysis, Hydro-geological Report , Certified Property Owners List, Preliminary Plat Map...etc.)

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016

Date



FINAL BINDING SITE PLAN

OFFICIAL USE ONLY

Case #: 17-1387 Master File #: 16-0061 Date: 4/10/17
Received By: W.SHAUFLER Related Cases: _____ Project Planner: C.MCCOY

PROJECT - Name: Woodard Lane Cohousing
Project Address: 1620 Woodard Ave NW Olympia, WA 98502

APPLICANT - Name: Liv Monroe
Mailing Address: 1620 Woodard Ave NW B4
City, State and Zip: Olympia, WA 98502
Phone Number(s): 360-357-4503
E-Mail Address: livmonroe@gmail.com

SURVEYOR - Name: Chris Butler of Butler Surveying Inc.
Mailing Address: 475 NW Chehalis Ave Chehalis, WA 98532
Phone Number(s): 360-748-8803
E-Mail Address: bsi@localaccess.com

Total Acreage 2.901 acres or 126,385 sf Number of Commercial Lots: 0

SQ. FT. OF LOT	PROPOSED USE OF LOT	# OF PARKING STALLS	LANDSCAPING AREA	IMPERVIOUS AREA
Lot 1 <u>119,535 sf</u>	<u>/ Condominium with 18 units, Common House, + /</u>	<u>29 32</u>	<u>/ 87,872 sf</u>	<u>/ 331,663 sf</u>
Lot 2 _____	<u>/ incorporated into Lot 1</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 3 _____	<u>/ incorporated into Lot 1</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 4 <u>6850 sf</u>	<u>/ field and forest</u>	<u>/</u>	<u>/ 6850 sf</u>	<u>/ 0 sf</u>
Lot 5 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 6 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 7 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 8 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Lot 9 _____	<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>

Length of Private Streets: 0 Total Acreage in Private Streets: 0

Length of Public Streets: 0 Total Acreage in Public Streets: 0

The information for this application is required for review unless a written waiver is provided by City staff.
"To be signed" originals should not be submitted until specifically requested

FINAL BINDING SITE PLAN

A final binding site plan application shall include:

1. Twelve (12) dark line prints of the plan, containing the following information:
 - Location and dimensions of existing and proposed site ingress and egress.
 - Layout and dimensions of internal vehicular and pedestrian circulation system.
 - Location, area and dimensions of proposed lots.
 - Layout and dimensions of emergency access to each lot.
 - Proposed land uses for each lot.
 - Impervious and porous (pervious) coverage for each lot and the site.
 - Location and dimensions of existing and proposed buildings or proposed building envelopes and the distances from property lines.
 - Location and dimensions of existing (to remain) and proposed landscape areas.
 - Location and dimensions of existing and proposed stormwater drainage and retention areas.
 - Location and dimensions of existing (to remain) and proposed parking areas, and
 - Location of existing and proposed utilities.
 - Approximate building locations.
 - A phasing plan and time schedule, if the site is intended to be developed in phases.
2. A current title report covering all properties within the boundaries of the site.
3. Recordable easements for all necessary and planned utilities.
4. Recordable easements for all shared ingress, egress, roadway and emergency accesses.
5. Recordable easements or covenants for use of shared open space, parking, stormwater facilities.
6. Recordable easements or covenants for maintenance and restrictions on redevelopment of shared areas.

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 1 of 6 Pages)

Total Project Legal Description (per Old Republic National Title Insurance Company commitment for title insurance order number SGW 08001547, bearing an effective date of March 22, 2017 at 7:00 AM):

Parcel A: Units B-1, B-2, B-3, B-4, C-1, C-2, C-3, C-4, E-1, E-2, E-3 and E-4 of Woodard Lane Cohousing Condominiums, Phase 1, according to the Declaration thereof recorded under Auditor's File Number 4148172.

Parcel B: Lots 2, 3 and 4 of Binding Site Plan Number BSP-10-0022-OL, as recorded April 29, 2010 under Auditor's File Number 4148171.

In Thurston County, Washington.

TOGETHER with and subject to easements, covenants, conditions, restrictions and reservations, if any, affecting title which may appear in the public record including those shown on the face of any recorded plat or survey.

Assessor's Tax Parcel Numbers: 84690000200, 84690000300, 84690000400, 84690200101, 84690200102, 84690200103, 84690200104, 84690300101, 84690300102, 84690300103, 84690300104, 84690500101, 84690500102, 84690500103, 84690500104.

Survey Notes

1. Full reliance has been placed in Old Republic National Title Insurance Company commitment for title insurance order number SGW 08001547, bearing an effective date of March 22, 2017 at 7:00 AM and supplemental information for legal descriptions and revelations of easements, no further search of the record has been made.

2. The property depicted and described hereon encloses an area of 2.901 acres.

END OF SURVEY NOTES

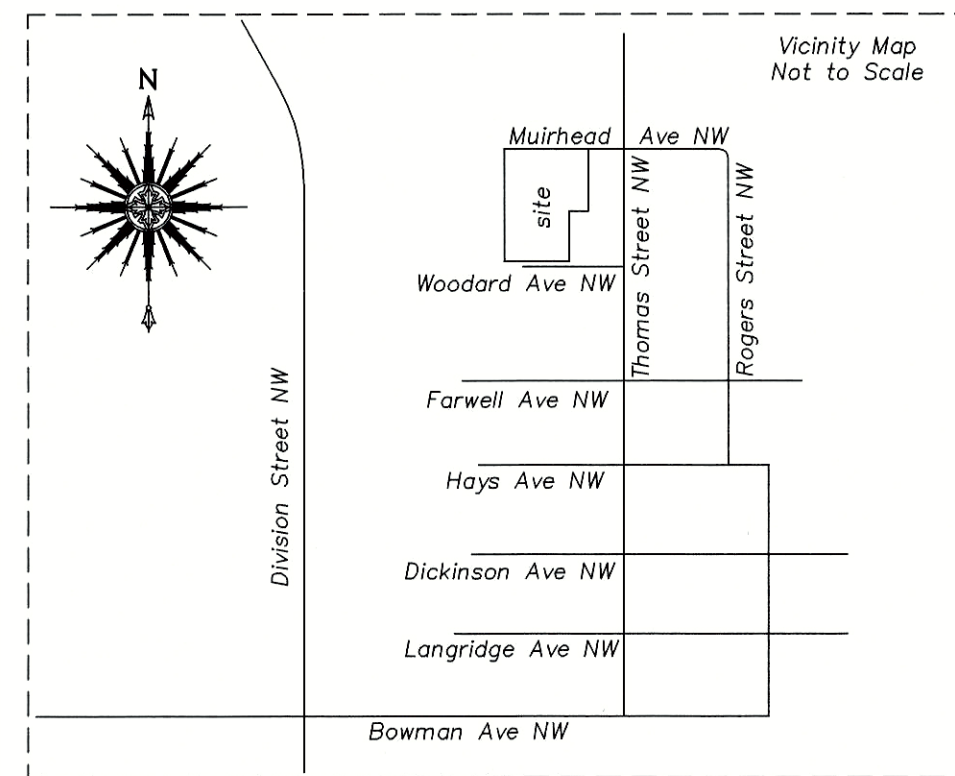
Note pursuant to OMC 17.34.090: The use and development of the property must be in accordance with the plan as represented herein or as hereafter amended, and in accordance with the provisions of the binding site plan regulations of the city.

Note pursuant to OMC 18.90.020: The development rights used in this Binding Site Plan have been transferred in accordance with the Deed of Transfer of Development Rights as recorded under Auditor's File Number 4347519, Records of Thurston County, Washington.

Record transferable development rights bearing serial numbers 230 and 231 were derived from Transferable Development Rights Easement as recorded under Auditor's File Number 3507602, Records of Thurston County, Washington and attached to the subject property by instrument recorded under Auditor's File Number 4388977, Records of Thurston County, Washington.

The Hearing Examiner's Finding of Fact and Conclusions of Law recommends to the City Council that the number of available parking stalls be increased and the construction of additional asphalt areas shall be permitted subject to the following conditions:

1. Development shall be shown on the site plan.
2. The total number of off-street vehicle parking spaces shall be limited to the number of stalls shown on the site plan for a total of 32 vehicle parking spaces. Parking space 1 through 29 are located in the cohousing development parking lot, and stalls 30 through 32 shall be located north of Unit D with access to the parking lot from the driveway abutting Muirhead Avenue.
3. In order to prevent parking in locations outside of designated parking spaces, the Applicant shall install signage, in the asphalt area between parking spaces 30-32 and the east property line, that clearly indicate the area as "no parking zone". The area shall be called out on the site plan and labeled as such.



Approval - City Engineer

Examined and approved this 26th day of October, 2017.

Stephen Spurr
Olympia City Engineer
FOR FRANK EIDE

Certificate - Community Planning and Development

Examined and approved this 31st day of October, 2017.

[Signature]
Olympia Planning Director

Certificate - County Health Department

Examined and approved this 17th day of July, 2017.

Dawn Peebles
Thurston County Health Department

Certificate - Assessor

Examined and approved this 13th day of July, 2017.

[Signature]
Thurston County Assessor

Certificate - Treasurer

I hereby certify that all taxes on the land described hereon have been fully paid to and including the year 2017.

Heidi Brewer 7/27/17
Thurston County Treasurer

Certificate - Auditor

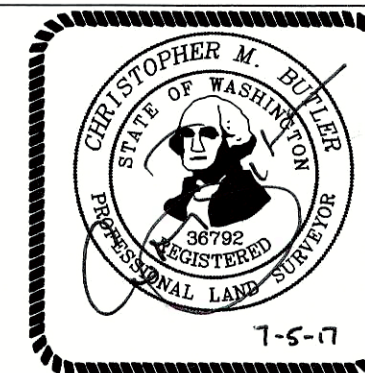
Filed for record at the request of Butler Surveying Inc., this _____ day of _____ 2017. At _____ minutes past _____ o'clock _____ M., and recorded under Auditor's File No. _____.

Thurston County Auditor Deputy

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

Land Surveyor's Certificate

I hereby certify that this Binding Site Plan is based upon an actual field survey in the Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington, that the courses and distances are correct and that the perimeter boundary has been staked on the ground with capped rebars or as shown hereon.



BUTLER SURVEYING INC.

475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked CB	Job No. 05-67A
Scale none	Sheet 1 of 6

Owner's Declaration

Known to all men present that John Terranova and Joann Terranova, husband and wife, as to Unit B-1; David Lerner and Eva Pannabecker, husband and wife, as to Unit B-2; Jean M. Reynolds, Janet A. Essmeier and Laura A. Reynolds, as Trustees of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, as to Unit B-3; Liv Monroe, as her separate estate, as to Unit B-4; Jim Anest and Marjorie Schubert, husband and wife, as to Unit C-1; Peter Vennewitz, as his separate estate, as to Unit C-2; Christopher J. Russo and Robin Stiritz, husband and wife, as to Unit C-3; Emily Calhoun Petrie and Seamus Walsh Petrie, wife and husband, and Charles Stephens, as his separate estate, as to Unit E-2; John Terranova and Joann Terranova, husband and wife, an undivided 33.33% interest, Liv Monroe, as her separate estate, an undivided 33.33% interest, and Joshua Parker and Katherine Parker, husband and wife, an undivided 33.34% interest, as to Unit E-3; Heather Saunders, as her separate estate, as to Unit E-4; Woodard Lane Cohousing Buildings A and D, LLC, a Washington Limited Liability Company, as to Lot 2 BSP-1000220L; Woodard Lane D, LLC, a Washington Limited Liability Company, as to Lot 3 BSP-1000220L; Christopher Russo and Robin Diane Stiritz, husband and wife, Liv Monroe, as her separate estate, Jean M. Reynolds, Janet A. Essmeier and Laura A. Reynolds, as Trustees of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, Heather Saunders, as her separate estate, Marjorie Schubert and Jim Anest, husband and wife, Peter Vennewitz, as his separate estate, Eva Pannabecker and David Lerner, husband and wife, Joshua Parker and Katherine Parker, husband and wife and John Terranova and Joann Terranova, husband and wife, as to Units C-4 and E-1 and Lot 4 of BSP-1000220L, as their interests appear of record. The undersigned owners of the real property described herein hereby declare this Amended Binding Site Plan and dedicates to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the Amended Binding Site Plan and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also the right to make all necessary slopes for cuts and fills upon the tract shown on this plat in the reasonable original grading of all the streets, avenues, places etc. shown hereon. Also the right to drain all streets over and across any portion of the tract where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 2 of 6 Pages)

In witness whereof we set our hands and official seals at the dates below written

John Terranova 7-10-17
John Terranova date

Joann Terranova 7-10-17
Joann Terranova date

David Lerner 7-12-17
David Lerner date

Eva Pannabecker 7/12/17
Eva Pannabecker date

Jean M. Reynolds 7/12/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date

by: Jean M. Reynolds
its: Trustee

Janet A. Essmeier 7/18/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date

by: Janet A. Essmeier
its: Trustee

Jana Reynolds 7/12/17
Jean M. Reynolds 2013 Revocable Trust dated October 16th, 2013 date

by: Laura A. Reynolds
its: Trustee

Liv Monroe 7-6-17
Liv Monroe date

Jim Anest 7-6-17
Jim Anest date

Marjorie Schubert 7/6-17
Marjorie Schubert date

Peter Vennewitz 6-7-17
Peter J. Vennewitz date

Christopher J. Russo 7-12-17
Christopher J. Russo date

Robin Stiritz 7/12/17
Robin Stiritz date

Emily Calhoun Petrie 7/11/17
Emily Calhoun Petrie date

Seamus Walsh Petrie 7/11/17
Seamus Walsh Petrie date

Charles Stephens 7/12/17
Charles Stephens date

Joshua Parker 7/11/17
Joshua Parker date

Katherine Parker 7/11/17
Katherine Parker date

Heather Saunders 7/7/17
Heather Saunders date

Liv Monroe 7-6-17
Woodard Lane Cohousing Buildings A and D, LLC date

By: Liv Monroe
Its: Managing Member

James D. Anest 7-6-17
Woodard Lane D, LLC date

By: JAMES D. ANEST
Its: Managing Member

ACKNOWLEDGMENT

STATE OF WASHINGTON)
COUNTY OF Thurston) SS

On this 10th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me John Terranova and Joann Terranova, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 10th day of July, 2017.



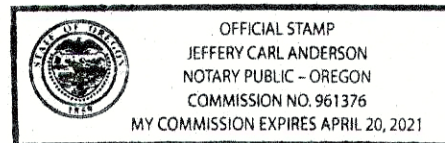
Melissa D. Wood
Notary Public in and for the State of Washington
Name Printed: Melissa D. Wood
Residing at: Olympia, WA
My Commission Expires: 10-5-19

ACKNOWLEDGMENT

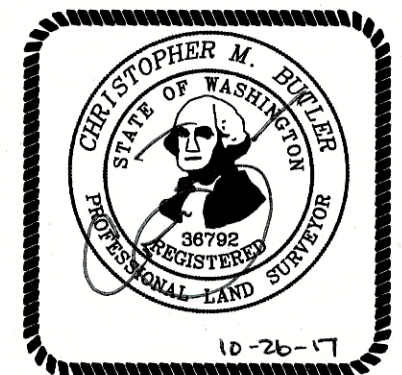
STATE OF Oregon)
COUNTY OF Multnomah) SS

On this 7 day of June, 2017, before me, a Notary Public in and for the State of Oregon, duly and commissioned and sworn, personally appeared before me Peter Vennewitz, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 7 day of June, 2017.



Jeff Anderson
Notary Public in and for the State of Oregon
Name Printed: Jeff Anderson
Residing at: Portland
My Commission Expires: 4/20/2021



Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked	Job No. 05-67A
Scale none	Sheet 2 of 6

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jean M Reynolds, to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Laura A Reynolds, to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



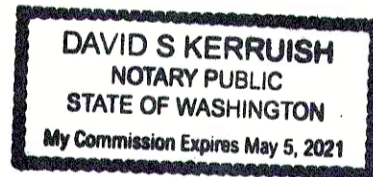
Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this 18th day of JULY, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me JANET E. ESSMEIER to me known to be the Trustee of the Jean M. Reynolds 2013 Revocable Trust dated October 16, 2013, the entity described in and which executed the within and foregoing instrument and acknowledged that she signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 18th day of JULY, 2017.



David S. Kerruish
Notary Public in and for the State of Washington
Name Printed: DAVID S. KERRUISH
Residing at: SEATTLE
My Commission Expires: 5-5-2021

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 6th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Liv Monroe to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 6th day of July, 2017.



Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 6th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jim Anest and Marjorie Schubert, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 6th day of July, 2017.



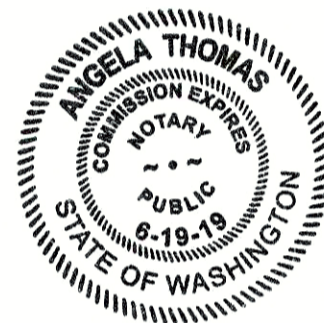
Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me David Lerner and Eva Pannabecker to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



Angela Thomas
Notary Public in and for the State of Washington
Name Printed: Angela Thomas
Residing at: Olympia, WA
My Commission Expires: 6/19/19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 12th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Christopher J. Russo and Robin Stirtz, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this 12th day of July, 2017.



Dani Burns
Notary Public in and for the State of Washington
Name Printed: Dani Burns
Residing at: Lacey
My Commission Expires: 11-02-19

ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF Thurston)

On this 1th day of July, 2017, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Emily Calhoun Petrie and Seamus Walsh Petrie, to me known to be the individuals described in and who executed the within and foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed for the uses and purposes therein mentioned.

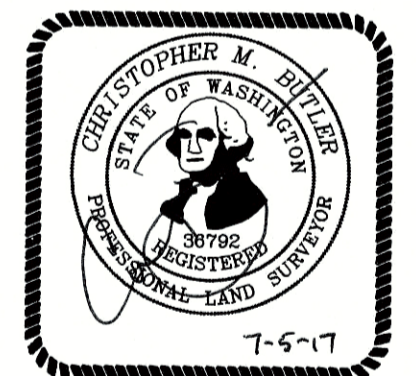
SUBSCRIBED AND SWORN to before me this 1th day of July, 2017.



Melissa D. Wood
Notary Public in and for the State of Washington
Name Printed: Melissa D. Wood
Residing at: Olympia, WA
My Commission Expires: 10-5-19

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 3 of 6 Pages)



Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

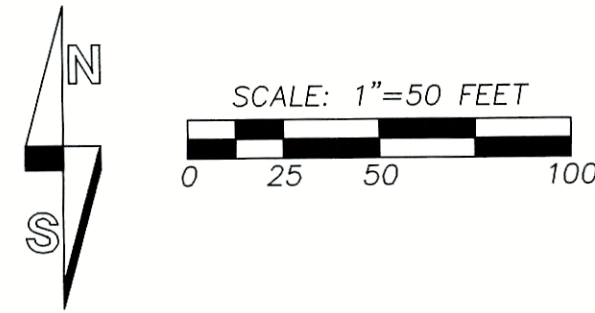
BUTLER SURVEYING INC.

475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked CB	Job No. 05-67A
Scale none	Sheet 3 of 6

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

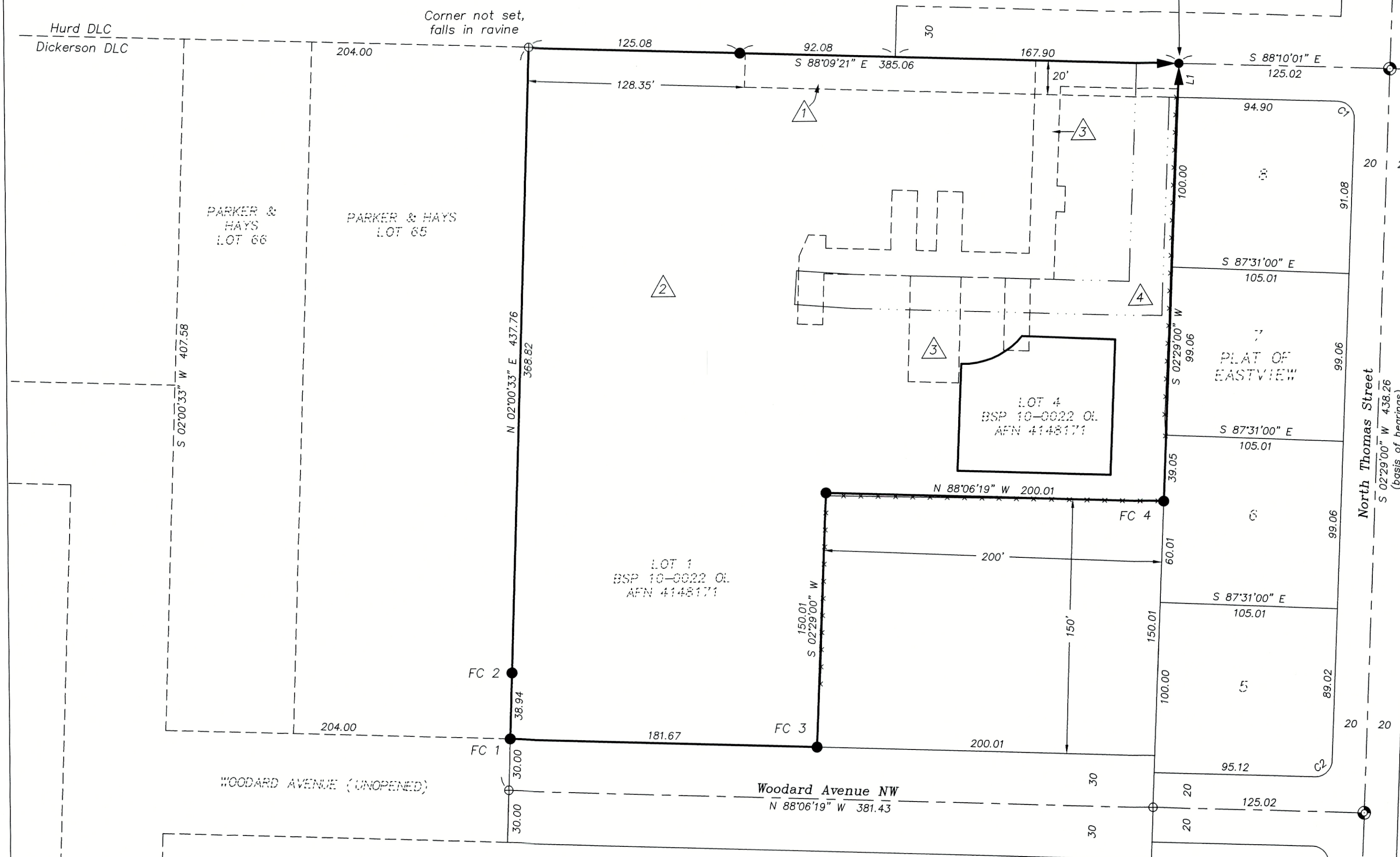
(Page 5 of 6 Pages)



NE corner Dickerson DLC
Found tack and LS 36792 washer in lead in concrete pad around sewer manhole at position calculated as per reference surveys 2 and 3 (2015)

LINE TABLE			
NO.	BEARING	DISTANCE	
L1	S 02°29'00" W	20.01	

CURVE TABLE			
NO	DELTA	RADIUS	LENGTH
C1	90°39'01"	10.00	15.82
C2	89°24'41"	10.00	15.61

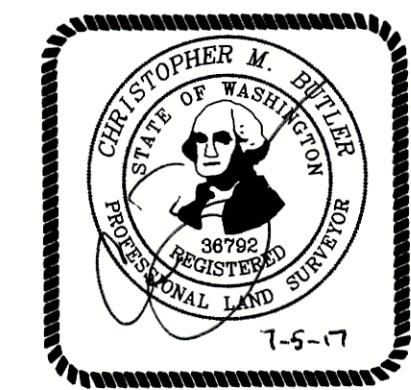


Found corners (FC)

- 1) Found 1/2" rebar with cap LS 7397 bearing S51°47'W 0.29' from calculated position (2010)
- 2) Found 1/2" rebar with cap LS 5154 bearing S81°39'W 0.43' from calculated position. (2010)
- 3) Found 1/2" rebar with cap LS 7397 bearing N61°48'E 0.13' from calculated position (2010)
- 4) Found 1/2" rebar with cap LS 7397 at calculated position (2010)

- 1 Water main easement as per AFN 804285
- 2 Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
- 3 Water main easement as per AFN 4136263
- 4 Sewer main easement as per AFN 4136264

Situs Address
1620 Woodard Avenue NW
Olympia, WA 98502



Basis of bearings: The Plat of Eastview as recorded in Volume 23 of Plats at Pages 146 and 147, Records of Thurston County, Washington.

- Reference surveys:
- 1) Plat of Parker & Hays, Volume 1 of Plats, Page 16 (1869)
 - 2) Plat of Harborview, Volume 6 of Plats, Page 39 (1890)
 - 3) Plat of Eastview, Volume 23 of Plats, Pages 146-147 (1989)
 - 4) G.M. Johnson, PLS 11019, Book 27 of Surveys, Page 72 (1990)
 - 5) C.M. Butler, PLS 36792, AFN 4148171 (2010)
 - 6) C.M. Butler, PLS 36792, AFN 4148173 (2010)

Method of Survey: Closed loop field traverses using a Topcon GTS-220 (00°00'05") total station. This survey meets or exceeds precision requirements as set forth in WAC 332-130-090.

The boundary of the subject property as shown hereon is a retracement of Record of Survey recorded in Book 27 of Surveys at Page 72, Records of Thurston County, Washington.

- Legend
- Found brass surface monument
 - Previously set 1/2" rebar with cap LS 36792 or found corner as noted
 - Calculated position
 - Fence line
 - Property line
 - Water main easement
 - Sewer main easement

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

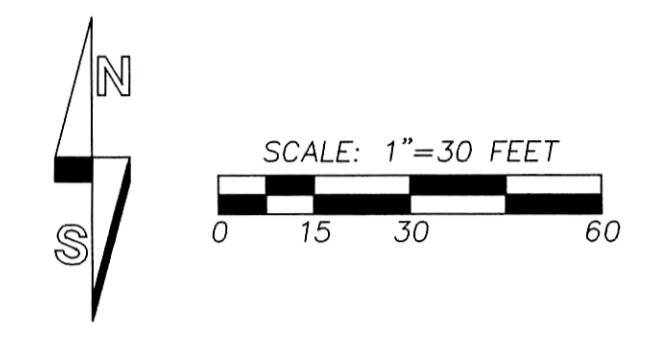
BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 149, CHEHALIS, WA 98532
360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked	Job No. 05-67A
Scale 1" = 50'	Sheet 5 of 6

Found brass monument LS 11019 in centerline of Thomas Street and 12' North of the centerline of Farwell Street (2015)

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 6 of 6 Pages)



- Previously set 1/2" rebar with cap LS 36792 or found corner as noted
- ⊕ Calculated position
- Fence line
- _S Sewer manhole
- _{CO} Sewer cleanout
- SS— Sewer line
- ⊗ Water valve
- ⊠ Water meter
- ⊕ Hydrant
- W— Water line
- Storm manhole
- Storm cleanout
- ▭ Catch basin
- Storm line
- Retaining wall
- ▨ Walking path
- ▨ Proposed asphalt
- ▨ Existing gravel
- EOP Edge of pavement
- EOG Edge of gravel
- ROW Right of way

LINE TABLE

NO.	BEARING	DISTANCE
L2	N 87°31'00" W	32.00

CURVE TABLE

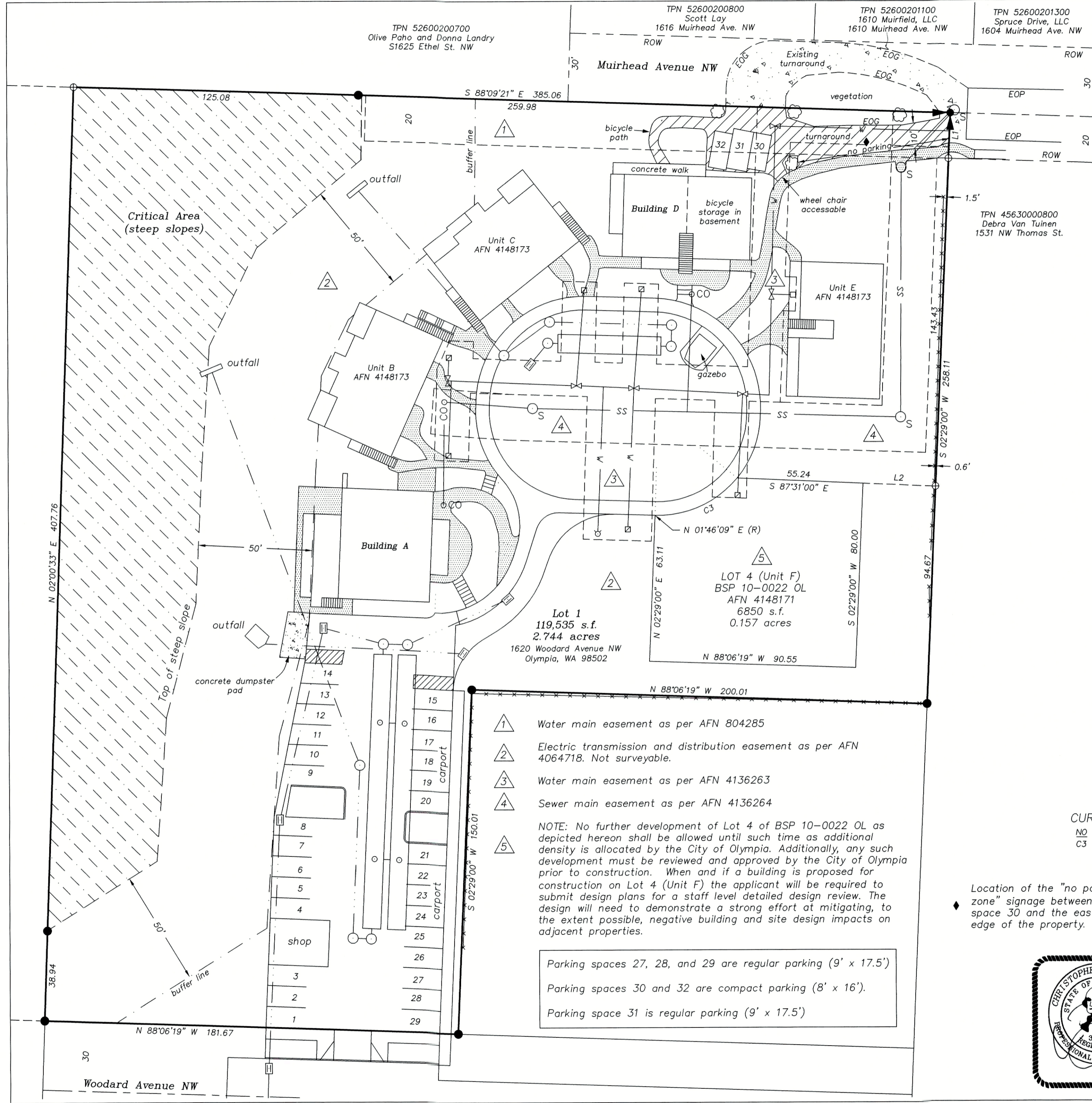
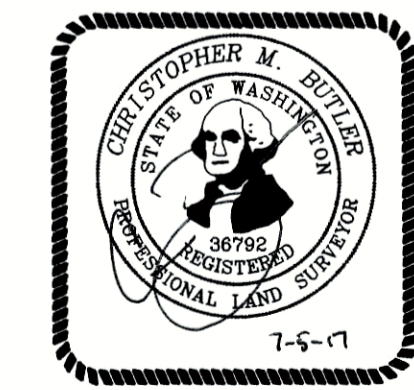
NO	DELTA	RADIUS	LENGTH	CHORD	CHORD BRG
C3	52°08'13"	45.00	40.95	39.55	S 65°42'02" W

Location of the "no parking zone" signage between parking space 30 and the eastern most edge of the property.

Amendment No. 1
City of Olympia Binding
Site Plan No. 10-0022 OL

BUTLER SURVEYING INC.
 475 NW CHEHALIS AVENUE
 P.O. BOX 149, CHEHALIS, WA 98532
 360/748-8803

Drawn S. Spiro	Date 06-06-17
Checked <i>CS</i>	Job No. 05-67A
Scale 1" = 30'	Sheet 6 of 6



- 1 Water main easement as per AFN 804285
 - 2 Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
 - 3 Water main easement as per AFN 4136263
 - 4 Sewer main easement as per AFN 4136264
- NOTE:** No further development of Lot 4 of BSP 10-0022 OL as depicted hereon shall be allowed until such time as additional density is allocated by the City of Olympia. Additionally, any such development must be reviewed and approved by the City of Olympia prior to construction. When and if a building is proposed for construction on Lot 4 (Unit F) the applicant will be required to submit design plans for a staff level detailed design review. The design will need to demonstrate a strong effort at mitigating, to the extent possible, negative building and site design impacts on adjacent properties.

Parking spaces 27, 28, and 29 are regular parking (9' x 17.5')
 Parking spaces 30 and 32 are compact parking (8' x 16').
 Parking space 31 is regular parking (9' x 17.5')

City of Olympia, Washington
RESOLUTION NO. _____ 1 7 0 9

**A RESOLUTION adopting Findings of Fact and Conclusions of Law
Approving the Woodard Lane Co-housing, Preliminary Planned Residential
Development, CP&D No. 05-0121.**

WHEREAS, on July 15, 2008, the Olympia City Council considered the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), as per OMC 18.56.060.C; and

WHEREAS, the City Council approved the co-housing project as recommended by the Hearing Examiner and as subsequently clarified by staff in attachment 3 to the July 15, 2008 staff report, adopted the findings and conclusions of the Hearing Examiner, and directed the City Attorney to prepare supplemental findings and conclusions that reflect the staff responses;

NOW, THEREFORE, the Olympia City Council does hereby resolve as follows:

1. Adoption of Findings and Conclusions of Law. The Findings and Conclusions of Law attached hereto as Exhibit A and incorporated herein by reference are hereby adopted.
2. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

PASSED AND APPROVED this 22nd day of July 2008.



DOUG MAH
MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

EXHIBIT A

BEFORE THE OLYMPIA CITY COUNCIL

IN RE:

**Woodard Lane Co-Housing Preliminary
Planned Residential Development**

**CP&D #05-0121
FINDINGS AND CONCLUSIONS OF
LAW**

FINDINGS AND CONCLUSIONS OF LAW

1. The Hearing Examiner held a public hearing regarding the Woodard Lane Co-housing project and issued a decision with findings, conclusions and recommendations related to the project. As part of that decision, the Hearing Examiner tasked staff to follow up on several items and to provide additional information to the Olympia City Council. In Attachment 3 to the Staff Report to the City Council on this matter, staff has provided additional information on each of these items. Attachments 3 through 7 of the Staff Report contain supplemental information that was not available at the time of the hearing, and thus they will be added to the record. Some of the following supplemental findings and conclusions address the questions that were not answered at the time the Hearing Examiner rendered his decision.
2. The Council approves the Woodard Lane Co-housing project preliminary planned residential development as clarified and modified below. The Examiner's recommendations, as clarified and modified below, are adopted as conditions of the preliminary planned residential development approval. The Olympia City Council also accepts the Hearing Examiner's findings and conclusions and adopts them as the Council's own as clarified and modified below. Approval of the final planned residential development is conditioned on the applicant complying with the preliminary approval conditions.
3. Under Recommendation #9 in the Decision, the Hearing Examiner requested that the Department of Community Planning and Development determine the appropriate width of the travel and parking portion of Woodard Avenue. The Department, in its response submitted to Council, said that EDDS standard plan 4-2J is the appropriate depiction of the curb-to-curb street cross-section along with a planter strip. The Council agrees. Standard Plan 4-2J shall be used to govern the form of the street cross-section as well as the planter strip along the project's side of Woodard Avenue.
4. Under recommendations #18 to 20 of the Hearing Examiner's Decision, the Hearing Examiner asked the Department to evaluate whether a reduction in the 10-foot setback between the water and sewer lines could be permitted. The Department's response to the City Council states that the standards do not permit a reduction in the 10-foot separation. The City Council agrees. A reduction in the 10-foot separation would not be consistent with the requirements in EDDS 6.130(A). In light of the denial of reduction of that 10-foot separation, the applicant shall demonstrate to the satisfaction of the Department of

Community Planning and Development that the tree density and other tree requirements are met prior to final approval.

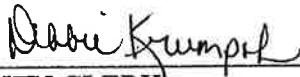
5. Under recommendation #23, the Hearing Examiner requested that the Department examine whether any portion of Schneider Creek on site is subject to Shoreline Management Act jurisdiction. Based on an email from Steve Morrison, a planner from Thurston Regional Planning Council, the Department concluded that no portion of the site is within Shoreline Management Act jurisdiction. See attachment 7 to the staff report. The City Council concludes that no portion of the site is within Shoreline Management Act jurisdiction.
6. Under recommendation #24, the Hearing Examiner required that the Applicant retain a qualified expert to evaluate potential impacts of stormwater discharges to Schneider Creek and to recommend any necessary potential mitigation measures. The applicant hired a qualified expert to evaluate the impacts to Schneider Creek. The report provided various options that could mitigate potential impacts to Schneider Creek. The actual stormwater design will be evaluated at the time of engineering permitting to ensure that the proposed project complies with OMC 18.32.415.

DATED this 22nd day of July 2008.



DOUG MAH
MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

\\murphy\documents\$\Land Use\08-2403\12937.doc

City of Olympia, Washington
RESOLUTION NO. M-1804

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATIONS OF THE CITY OF OLYMPIA HEARING EXAMINER, AND GRANTING PRELIMINARY APPROVAL OF THE AMENDMENT TO THE WOODARD LANE CO-HOUSING, PRELIMINARY PLANNED RESIDENTIAL DEVELOPMENT, CP&D NO. 13-0024.

WHEREAS, on July 15, 2008, the Olympia City Council considered the Woodard Lane Co-Housing Preliminary Planned Residential Development (PRD), as per OMC 18.56.060(D); and

WHEREAS, the City Council approved the co-housing project as recommended by the Hearing Examiner, adopted the findings and conclusions of the Hearing Examiner, and directed the City Attorney to prepare supplemental findings and conclusions that reflected the staff response; and

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. 1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development, CP&D No. 05-0121; and

WHEREAS, the final binding site plan for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on February 20, 2013, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved PRD to increase the number of approved residential units from 16 to 18 pursuant to the acquisition of two Transferable Development Rights, OMC 18.04.080(A)(5); and

WHEREAS, on August 15, 2013, the Hearing Examiner entered his findings of fact and conclusions of law and recommended to the City Council that the proposed amendment receive preliminary approval subject to certain conditions.

NOW, THEREFORE, the Olympia City Council does hereby resolve as follows:

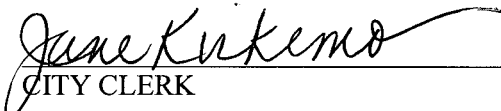
1. Adoption of Findings, Conclusions of Law and Recommendations. The Findings of Fact 1 through 15 and Conclusions of Law 1 through 7 of the City of Olympia Hearing Examiner dated August 15, 2013, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
2. Preliminary Approval of Binding Site Plan. The amended Woodard Lane Co-Housing Planned Residential Development Binding Site Plan, attached hereto as Exhibit B and incorporated herein by reference, is granted preliminary approval with a maximum of 18 housing units, as recommended by the Olympia Hearing Examiner on August 15, 2013.
3. Preliminary Approval of Amendment to PRD. The Woodard Lane Co-Housing Amendment to the Planned Residential Development increasing the authorized residential units from a maximum of 16 to a maximum of 18 is hereby granted preliminary approval, as recommended by the Olympia Hearing Examiner on August 15, 2013, subject to the following conditions:

- a. The Applicant shall provide signed and recorded Transfer of Development Rights Certificates for each unit of density on the receiving parcels in the Residential 4-8 district. (See OMC 18.90.020(A)(1)).
 - b. The applicant shall provide a signed and recorded Document of Attachment of the development rights to the subject parcels. (See OMC 18.90.020(A)(2)).
4. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

PASSED AND APPROVED this 15th day of ^{April}~~March~~ 2014.


STEPHEN H. BUXBAUM, MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


DEPUTY CITY ATTORNEY

EXHIBIT A

BEFORE THE CITY OF OLYMPIA HEARINGS EXAMINER

IN RE:)	HEARING NO. 12-0024
WOODARD LANE CO-HOUSING)	FINDINGS OF FACT,
TENANTS IN COMMON,)	CONCLUSIONS OF LAW
Applicant.)	AND RECOMMENDATIONS

APPLICANT: Woodard Lane Co-Housing Tenants in Common
 1620 Woodard Avenue N.W.
 Olympia, Washington 98502

REPRESENTATIVES:

Liv Monroe
 Woodard Lane Co-Housing Tenants in Common
 1620 Woodard Avenue N.W.
 Olympia, Washington 98502

SUMMARY OF REQUEST:

Amendment to the previously approved Planned Residential Development to increase the number of approved residential units from sixteen to eighteen pursuant to the acquisition of two Transferable Development Rights (TDR's), OMC 18.04.080(A)(5).

LOCATION OF PROPOSAL:

1620 Woodard Avenue N.W., Olympia, Washington 98502

SUMMARY OF DECISION:

The Planned Residential Development should be amended to allow two additional residential units for the two TDR's, subject to conditions.

BACKGROUND

The Woodard Lane Co-Housing Planned Residential Development ("Woodard Lane") was approved by the Hearing Examiner and City Council in 2008. The approved Planned Residential Development allowed for the construction of up to sixteen residential units in this co-housing project. The Applicant has since arranged for the acquisition of two Transfer

*Findings of Fact, Conclusions of Law
 and Recommendations - 1*

CITY OF OLYMPIA HEARING EXAMINER
 299 N.W. CENTER ST. / P.O. BOX 939
 CHEHALIS, WASHINGTON 98532
 Phone: 360-748-3386/Fax: 748-9533

1 Development Rights, or TDR's, and seeks to increase the number of allowed units from sixteen
2 to eighteen pursuant to the TDR's. As explained more fully below, I recommend to the City
3 Council that the Planned Residential Development be amended to allow two additional
4 residential units in consideration for the two TDR's, subject to certain conditions.

5 Initial Public Hearing

6 The initial public hearing on this request commenced at 6:30 p.m. on July 8, 2013, in the
7 Planning Hearing Room in the City Hall. The City appeared through Catherine McCoy of
8 Planning Staff. Woodard Lane appeared through its representative, Liv Monroe. Testimony was
9 received from the City through Ms. McCoy. Testimony from the Applicant was received from
10 Liv Monroe. A verbatim recording was made of the public hearing and all testimony was taken
11 under oath. A total of twenty-three exhibits were introduced during the course of three hearings
12 as more fully identified on Attachment "A" to this decision.

13 Catherine McCoy of Planning Staff provided a history of the project. Following approval
14 of the Planned Residential Development in 2008 Woodard Lane undertook construction of a
15 majority of the approved development including three multi-family residential buildings,
16 designated as Units B, C and E on site maps, as well as all site improvements including parking,
17 walkways, driveways, and landscaping. Each of the three constructed residential buildings
18 provides for four residential units, but the lower floor of Unit E is currently used as the Common
19 House where meals and other communal activities take place. Thus, while twelve residential
20 units have been constructed only ten are in current use as residences. The approved Planned
21 Residential Development recognizes two additional residential buildings, Unit A and Unit D, but
22 neither of these units has been constructed. Thus, twelve of the sixteen approved units have been
23 constructed to date.

24 Ms. McCoy explained that the Applicant wants to now construct Unit D to take
25 advantage of the four remaining approved but un-built units. More importantly, the Applicant

1 also wants to construct Unit A, and to have it include two additional units. The first floor of Unit
2 A would become the new home of the Common House and the second floor would, if approved,
3 provide two additional residential units, increasing the total number of units to eighteen.

4 To construct these units the Applicant must first have the project amended to increase the
5 number of allowed units from sixteen to eighteen. To summarize, the amended project, if
6 approved, would provide for four four-unit buildings, Units B, C, D and E, and a fifth building,
7 Unit A, housing the Common House on its first floor and two additional units on its second floor,
8 for a total of eighteen residential units.

9 In order to be granted two additional residential units the Applicant has arranged for the
10 acquisition of two Transfer Development Rights, or TDR's, from a Thurston County property
11 owner. Ms. McCoy testified that City Staff had calculated that these two TDR's would allow the
12 Applicant an additional three residential units based upon the amount of acreage involved. If this
13 calculation is correct the Applicant would be eligible for an increase from sixteen to nineteen
14 units. Although the Applicant had only sought two additional units, it asked for approval of this
15 third (nineteenth) additional unit to be utilized if/when it later constructed a final residential
16 building (Unit F).

17 The project as constructed includes a twenty-nine stall parking area, bike storage shed
18 and a communal kitchen. Each of these improvements is noteworthy as their size is based upon
19 the approved sixteen-unit development. Ms. McCoy testified that an increase in allowed units
20 from sixteen to eighteen (or nineteen) would not require a modification of the parking lot, bike
21 storage shed or communal kitchen as all of these improvements are of sufficient size for the
22 requested increase.

23 Ms. McCoy also testified that the proposed new construction will not require additional
24 stormwater analysis; will not involve any construction within shorelines jurisdiction; and will not
25 impact any critical areas.

1 The one significant impact of an enlarged project is on the handling of trash and
2 recyclable materials. The project currently relies upon standard-sized wheeled containers for
3 both trash and recyclables, and these containers are stored at the north end of the parking lot,
4 well away from neighboring properties. The increased size of the project will necessitate
5 conversion to a trash dumpster. Ms. McCoy explained that she has conferred with other City
6 Staff and waste management officials and concludes that the only appropriate location for this
7 dumpster would be at the northeast corner of the project site in close proximity to an adjoining
8 residence owned by Debra Van Tuinen.

9 As noted in Ms. McCoy's Staff Report the City had received comments from several
10 neighboring homeowners in advance of the public hearing. Not surprisingly, the requested
11 amendment has served as something of a referendum on the development as a whole. Neighbors
12 express unhappiness with the scale and massing of the buildings, traffic and noise congestion,
13 on-street parking problems and the proposed location of the waste and recycling receptacles.

14 Ms. McCoy concluded her testimony by confirming that City Staff recommends approval
15 of the requested amendment subject to certain conditions set forth on Page 8 of the Staff Report.
16 The City's proposed conditions would allow for the addition of three residential units (two on the
17 second floor of Unit A and a third to be held for later construction of Unit F) on the conditions
18 that the Applicant submit proposals for a better buffering between its development and single-
19 family residences to the east; that it provide greater detail for the location of solid waste
20 receptacles along Muirhead Avenue including screening; and that if a Unit F is later constructed
21 on Lot 4 that the Applicant first be required to submit design plans for staff level detailed design
22 review.

23 At the conclusion of Ms. McCoy's presentation Liv Monroe spoke on behalf of Woodard
24 Lane. Ms. Monroe provided a brief history of the project since its approval in 2008. She then
25 explained that Woodard Lane wishes to proceed with construction of the previously approved

1 Unit D, bringing the number of constructed units to the allowed sixteen. The proposed
2 amendment would allow Woodard Lane to construct two additional units on the top of Unit A.
3 Unit A would then be constructed to house the Common House on its first floor and these two
4 additional units on its second floor, bringing the total number of residential units to eighteen. To
5 accomplish this Woodard Lane has arranged for acquisition of two TDR's from a rural
6 landowner in Thurston County.

7 Ms. Monroe admitted that she was surprised by the City's calculations that the two TDR's
8 would allow Woodard Lane an additional three units. Ms. Monroe had anticipated that the two
9 TDR's could be converted to two additional residential units, not three. If Woodard Lane was
10 allowed this third additional unit it would be held in reserve for the later construction of the final
11 building (Unit F) identified on the project's site map.

12 Ms. Monroe acknowledged that the project has had some issues with its neighbors in the
13 single-family neighborhood immediately east of the site. In order to alleviate some of these
14 concerns Woodard Lane offers to construct a six-foot high solid fence to improve the buffering
15 between the project and the residences to the east. Due to the existence of several large trees
16 along this boundary the fence would be constructed so as to not cause the removal of the trees.
17 In other words, the fence would be constructed from tree to tree rather than as a single
18 continuous fence.

19 Ms. Monroe also defended the proposed location of the trash dumpster at the northeast
20 corner of the project. She explained that the current size of the project allows for trash and
21 recyclables to be maintained in standard size carts but that Woodard Lane will be forced to go to
22 a dumpster with its increase in population. The current location of trash and waste receptacles is
23 within the footprint of the intended Unit A and therefore must be relocated. She agreed that the
24 most appropriate site for relocation is at the northeast corner of the project along Muirhead.

1 Following Ms. Monroe's testimony the hearing was opened for public comment. Debra
2 Van Tuinen, an adjoining neighbor, spoke in opposition. Ms. Van Tuinen's residence is located
3 at the southwest corner of the North Thomas/Muirhead Avenue intersection. The proposed site
4 of the trash dumpster is within a few feet of her boundary line and just a short distance from her
5 house. She is strongly opposed to the relocation of trash receptacles to this site and asked that
6 the City be required to re-examine this question and consider alternatives, including relocation to
7 Woodard Avenue as was originally proposed in 2008. Ms. Van Tuinen also testified as to
8 various problems resulting from the lack of buffering between the project and its single-family
9 neighbors as well as with individuals using Muirhead Avenue as a parking area.

10 At the conclusion of public testimony I advised Ms. McCoy that I was unclear on how
11 the City had calculated that two TDR's would convert to three additional residential units for
12 Woodard Lane. I also explained that I shared Ms. Van Tuinen's concerns with the proposed
13 location of the trash dumpster next to her property. In light of these two concerns I recessed the
14 public hearing until July 17, 2013 to receive additional information on (1) the City's calculations
15 on the number of additional units available to Woodard Lane as a result of two TDR's, and (2)
16 further investigation of the best site for the trash dumpster, provided, however, that its relocation
17 would not cause the reduction of available parking stalls.

18 Second Public Hearing

19 Prior to the hearing scheduled for July 17 I was notified by City Staff that the requested
20 information would not be available in time. The hearing was therefore further continued to July
21 24 at 5:30 p.m. In advance of the July 24 hearing I received a Memorandum from Todd Stamm,
22 Planning Manager for the City (Exhibit 17) confirming that, upon further consideration, the City
23 agrees that each TDR would equate to one additional residential unit for Woodard Lane. The
24 two TDR's to be acquired by Woodard Lane would therefore result in two additional available
25 units, not three as earlier calculated.

*Findings of Fact, Conclusions of Law
and Recommendations - 6.*

CITY OF OLYMPIA HEARING EXAMINER
299 N.W. CENTER ST. / P.O. BOX 939
CHEHALIS, WASHINGTON 98532
Phone: 360-748-3386/Fax: 748-9533

1 Also in advance of the July 24 hearing I received a letter from Jason Whalen (Exhibit
2 18), an attorney representing Debra Van Tuinen. On behalf of Ms. Van Tuinen Mr. Whalen
3 expressed continuing opposition to the proposed location of the dumpster next to her property;
4 asked that no additional parking be allowed along Muirhead Avenue; requested that any
5 amendment be conditioned upon improved landscaping and buffering; and agreed with the
6 Hearing Examiner's position that each TDR would equate to one additional residential unit and
7 hence the two available TDR's would equate to two additional units, not three.

8 The public hearing resumed on July 24 at 5:30 p.m. Ms. McCoy was present on behalf of
9 the City and Ms. Monroe and Ms. Van Tuinen were also present. Ms. McCoy reviewed the
10 Memorandum prepared by Todd Stamm and confirmed that the City's position had changed and
11 that it now believed that the Applicant's two available TDR's would justify two additional
12 residential units, not three as earlier proposed. Ms. Monroe responded and admitted that these
13 revised calculations were consistent with her initial expectations and that she would accept that
14 the two available TDR's would equate to two additional units, not three.

15 Ms. McCoy also testified that additional meetings had taken place regarding the location
16 of trash and recycling receptacles but unfortunately a written report was not yet ready. The
17 hearing was therefore again recessed until August 12 so that this report could be completed and
18 made available to all interested parties.

19 Third Public Hearing

20 In advance of the rescheduled hearing on August 12 I received a Memorandum from Ms.
21 McCoy (Exhibit 20) explaining that City Staff had been successful in establishing better
22 locations for the waste and recycling receptacles. The new proposed locations are identified on a
23 revised site map (Exhibit 21) and are to be located not far from their current location and well
24 away from adjoining residences. More specifically, the trash dumpster would be located at the
25 northwest corner of the parking area; the recycling carts would be located just south of proposed

1 Unit A and a solid waste cart would be located near the northeast corner of the parking lot
2 adjacent to an existing gardening area.

3 The public hearing reconvened on August 12 at 5:30 p.m. and once again Ms. McCoy,
4 Ms. Monroe and Ms. Van Tuinen were present. Ms. McCoy explained the proposed relocation
5 of these facilities and Ms. Monroe confirmed Woodard Lane's willingness to have the facilities
6 relocated to these sites. Ms. Van Tuinen expressed thanks to the City and Woodard Lane for the
7 relocation of these facilities as proposed. She then made the additional request that Woodard
8 Lane be required to also relocate some small composting receptacles, currently positioned near
9 her property, to the same general area as the yard waste cart and garden.

10 Although it has taken three public hearings to complete this process the extra time and
11 effort has proven worthwhile as it has resulted in agreements among the City, the Applicant and
12 the adjoining landowner on all key issues.

13 Ms. Van Tuinen also asked that an additional condition be imposed requiring Woodard
14 Lane to relocate the existing small composting receptacles to the same area as the yard waste cart
15 and garden. This is a sensible recommendation, and one that Woodard Lane may want to follow,
16 but I do not believe that it is significant enough to impose as a condition.

17 At the conclusion of the third hearing Woodard Lane asked about the possibility of being
18 allowed to develop the six available units (four previously approved units and the two new ones)
19 in a different configuration than previously proposed. Stated differently, Woodard Lane
20 wondered whether it was required to construct Unit D as a two-story, four-unit building and Unit
21 A as the new Common House with two upstairs units, or whether it could make Unit D a three-
22 story, six-unit building or otherwise construct the new units in a different manner than originally
23 proposed. I was not previously aware of any such desire and I do not believe that the
24 neighborhood has been given adequate notice of this alternative. I therefore recommend that
25 approval of the two additional units be on the condition that the new buildings be constructed as

1 proposed on Exhibit 21. Any modification to this plan should be by formal application with
2 notice to the public and an opportunity to respond.

3 Accordingly, I make the following:

4 **FINDINGS OF FACT**

5 Based upon the foregoing Findings of Fact, the Hearing Examiner makes the following:

6 1. Woodard Lane requests an amendment to the previously approved Planned
7 Residential Development to increase the number of approved residential units from sixteen to
8 eighteen through the use of two available Transferrable Development Rights (TDR's).

9 2. The proposed site is zoned Single-Family Residential (R4-8).

10 3. Pursuant to the State Environmental Policy Act, a Determination of Non-
11 Significance (DNS) was issued on December 28, 2007, as a component of project review for the
12 Woodard Lane Co-Housing Planned Residential Development proposal, 05-0121. Further
13 environmental review is not required for this proposed amendment.

14 4. Notification of public hearing was mailed to the parties of record, property
15 owners within 300 feet, and recognized neighborhood associations, posted on the site and
16 published in The Olympian in conformance with Olympia Municipal Code 18.78.020.

17 5. Staff recommends that the City Council approve the proposed amendment subject
18 to several conditions.

19 6. The Staff Report, Page 2, contains Findings relating to the property. The Hearing
20 Examiner has reviewed those Findings and adopts them by reference.

21 7. The Staff Report, Pages 2 and 3, contains Findings relating to the history of the
22 original Planned Residential Development Application and its approval; the proposed
23 amendment and public comment regarding the amendment. The Hearing Examiner has reviewed
24 those Findings and adopts them by reference with the exception of any Finding that the

25 Applicant proposes to convert the two available TDR's into three additional dwelling units. The

*Findings of Fact, Conclusions of Law
and Recommendations - 9*

CITY OF OLYMPIA HEARING EXAMINER
299 N.W. CENTER ST. / P.O. BOX 939
CHEHALIS, WASHINGTON 98532
Phone: 360-748-3386/Fax: 748-9533

1 Hearing Examiner instead finds that the Applicant proposes to convert the two TDR's into two
2 additional units; that City Staff initially concluded that the TDR's would allow for three
3 additional units; that subsequently City Staff reconsidered its calculations and now concludes
4 that the two TDR's would translate to two additional units; and that the Applicant concurs with
5 this result.

6 8. The Staff Report, Page 4, contains proposed Findings relating to the calculation of
7 the number of additional units available to the Applicant as a result of obtaining two TDR's. The
8 City has since reconsidered these calculations and no longer proposes adoption of the proposed
9 Findings found on Page 4 of the Staff Report. Instead, the City now concludes that the Applicant
10 must obtain one TDR for each additional residential unit requested, and that two available TDR's
11 would equate to two additional residential units, all as set forth more fully in Exhibit 17. The
12 Hearing Examiner has reviewed the proposed Findings found in Exhibit 17 and adopts them as
13 his own Findings of Fact.

14 9. The Staff Report, Pages 5-7, contains proposed Findings relating to compliance
15 with the Planned Residential Development Ordinance, OMC Chapter 18.56. The Hearing
16 Examiner has reviewed those Findings and adopts them as his own Findings of Fact with two
17 exceptions: (a) two available TDR's would allow for two additional residential units, not three,
18 as more fully explained in the previous Finding, and (b) the City no longer recommends
19 relocation of solid waste and recycling facilities off of Muirhead Avenue N.W. and now
20 recommends them to be relocated to an internal site as more fully identified on Exhibit 21.

21 10. The Staff Report, Pages 7 and 8, contains Findings relating to compliance with
22 the transfer of development rights, OMC Chapter 18.90. The Hearing Examiner has reviewed
23 those Findings and adopts them as his own Findings of Fact.

24 11. The Applicant has stipulated to the requirement of constructing a six-foot high
25 solid fence along its east boundary as a condition of amendment approval. The fence will be

1 constructed in a manner to avoid the removal of existing trees and will therefore be constructed
2 from tree to tree rather than on a single continuous line.

3 12. City Staff recommends approval of the proposed amendment but subject to
4 different conditions than originally proposed at Page 8 of the Staff Report. City Staff now
5 recommends approval of the proposed amendment on the following conditions:

6 a. The Applicant shall construct a fence along its east boundary as described more
7 fully in the previous Finding;

8 b. The Applicant shall relocate waste and recycling receptacles to interior locations
9 as identified on Exhibit 21;

10 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
11 Applicant will be required to submit design plans for a staff level detailed design review. The
12 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
13 building and site design impacts on adjacent properties;

14 d. The PRD shall be referenced on the official zoning map by adoption of an
15 ordinance amending the map to include a reference to the binding site plan;

16 e. Prior to land use approval the Applicant shall provide signed and recorded
17 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
18 the Residential 4-8 district;

19 f. A signed and recorded Document of Attachment of the development rights to the
20 subject parcel(s).

21 13. The Applicant does not object to the revised conditions of approval.

22 14. An adjoining landowner, Debra Van Tuinen, initially objected to the proposed
23 amendment for reasons described more fully in the Background Section. Ms. Van Tuinen now
24 concurs with approval of the proposed amendment subject to the conditions proposed by City
25 Staff.

1 a. The Applicant shall construct a fence along its east boundary as described more
2 fully in the previous Finding;

3 b. The Applicant shall relocate waste and recycling receptacles to interior locations
4 as identified on Exhibit 21;

5 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
6 Applicant will be required to submit design plans for a staff level detailed design review. The
7 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
8 building and site design impacts on adjacent properties;

9 d. The PRD shall be referenced on the official zoning map by adoption of an
10 ordinance amending the map to include a reference to the binding site plan;

11 e. Prior to land use approval the Applicant shall provide signed and recorded
12 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
13 the Residential 4-8 district;

14 f. A signed and recorded Document of Attachment of the development rights to the
15 subject parcel(s).

16 Having entered his Findings of Fact and Conclusions of Law, the Hearing Examiner
17 recommends to the City Council that the proposed amendment be **APPROVED**; that the number
18 of available residential units be increased from sixteen to eighteen; and that construction of Units
19 D and A as identified on Exhibit 21 be permitted subject to the following conditions:

20 a. The Applicant shall construct a fence along its east boundary as described more
21 fully in the previous Finding;

22 b. The Applicant shall relocate waste and recycling receptacles to interior locations
23 as identified on Exhibit 21;

24 c. When and if a building is proposed for construction on Lot 4 (Unit F) the
25 Applicant will be required to submit design plans for a staff level detailed design review. The

1 design will need to demonstrate a strong effort at mitigating, to the extent possible, negative
2 building and site design impacts on adjacent properties;

3 d. The PRD shall be referenced on the official zoning map by adoption of an
4 ordinance amending the map to include a reference to the binding site plan;

5 e. Prior to land use approval the Applicant shall provide signed and recorded
6 Transfer of Development Rights Certificate for each unit of density on the receiving parcel(s) in
7 the Residential 4-8 district;

8 f. A signed and recorded Document of Attachment of the development rights to the
9 subject parcel(s).

10 DATED this 15 day of August, 2013.

11
12 
13 _____
14 Mark C. Scheibmeir
15 City of Olympia Hearing Examiner
16
17
18
19
20
21
22
23
24
25

CASE 13-0024

LIST OF EXHIBITS

1. Staff Report and Attachments
2. Overview of Woodard Co-Housing dated July 1, 2013
3. Site Plan, Sheet 6 of 12 05-0121 mark up
4. Transfer Development Rights Document Dated July 8, 2013
5. Photos of Area- Presented by Liv Monroe
6. Photos of Area- Proposed Dumpster Site, Presented by Liv Monroe
7. Photos of Area- Proposed Fence, Presented by Liv Monroe
8. Site Plan- Showing Relocation of the Garbage Container Site
9. Site Plan indicating Screening
10. Plan Sheets 1-12 from Vector Engineering Dated February 20, 2013
11. Photos (collectively) A6, A3, A5, A7 and A8 Presented by Debra VanTuinen
12. Photo A1 Presented by Debra VanTuinen
13. Photo A2 Presented by Debra VanTuinen
14. Photo A 4 Posting Notice Presented by Debra VanTuinen
15. Photos (collectively) A9, A10, A11, A12, A13 and A14 Presented By Debra VanTuinen
16. Written Testimony by Debra VanTuinen
17. Memorandum from Todd Stamm, Planning Manager dated July 18, 2013
18. Correspondence to Mark Scheibmeir, Hearing Examiner from Mr. Whalen, legal rep. for Debra VanTuinen dated July 24, 2013
19. Message from Alan Murley to Debra VanTuinen
20. Email from Catherine McCoy, Associate Planner to Mark Scheibmeir, Hearing Examiner dated July 25, 2013.
21. Site Plan dated July 28, 2013 Showing Locations of Refuse Container Placement
22. Photo of worm composting location Presented by Debra VanTuinen
23. Photo of Food Waste Bucket Location Presented by Debra VanTuinen

Owner's Declaration

Known to all men present that Christopher J. Russo and Robin Diane Stirtz, each as their separate estate, as to an undivided 9.78794% interest; Liv V. Monroe, as her separate estate, as to an undivided 12.98792% interest; Jean Reynolds, as her separate estate, as to an undivided 9.78794% interest; Heather Saunders, as her separate estate, as to an undivided 13.0189% interest; Margyn Schubert and Joann Teronova, each as their separate estate, as to an undivided 16.22825% interest; Peter J. Vennewitz, as his separate estate, as to an undivided 13.0189% interest; Eyo Pomnabecker and David Lerner, as his separate estate, as to an undivided 2.860572% interest; the undersigned owners of the real property described herein and Olympia Federal Savings and Loan Association, the mortgagees thereof, hereby declare this Binding Site Plan and dedications to the use of the public for streets, overuses, places and sewer easements or whatever public property there is shown on the Binding Site Plan and the use for any and all public purposes not inconsistent with the use thereof for public highway purposes. Also the right to make all necessary slopes for cuts and fills upon the tract shown on this plan in the reasonable original grading of all the streets, overuses, places etc. shown hereon. Also the right to drain streets and across any part of the tract where water might take a natural course after the original grading of the streets, overuses, places etc. shown hereon. All easements and dedications which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

In witness whereof we set our hands and official seals at the dates below written

Christopher J. Russo _____ date _____
 Robin Diane Stirtz _____ date _____
 Liv V. Monroe _____ date _____
 Individually and as trustee of the Vennewitz/Monroe Trust
 Jean Reynolds _____ date _____
 Heather Saunders _____ date _____
 Margyn Schubert _____ date _____
 Jim Anest _____ date _____
 John Teronova _____ date _____
 Joann Teronova _____ date _____
 Peter J. Vennewitz _____ date _____
 Individually and as trustee of the Vennewitz/Monroe Trust
 Eyo Pomnabecker _____ date _____
 David Lerner _____ date _____
 Katherine Parker _____ date _____
 Joshua Parker _____ date _____
 Olympia Federal Savings and Loan Association _____ date _____
 By _____
 Its: _____

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 1 of 5 Pages)

Total Project Legal Description(s):

Lots 62, 63 and 64 of Parker and Hays Plat as recorded in Volume 1 of Plat, Page 16; EXCEPTING therefrom the South 150 feet of the East 200 feet in Thurston County, Washington.

TOGETHER with and subject to the following:

- 1) Easement and the terms and conditions thereof:
 Grantee: City of Olympia
 Purpose: Watermain
 Recorded: June 23, 1969
 Recording number: 804285
- 2) Easement affecting a portion of said premises and for the purposes stated therein:
 In Favor of: Puget Sound Energy
 Purpose: Electric Transmission and distribution
 Line and appurtenances thereto
 Recorded: 4064718
 Recording Number: 2009
 Affects: Portion of said premises
- 3) Easement and the terms and conditions thereof:
 Grantee: City of Olympia
 Purpose: Water Lines
 Area affected: Portion of said premises
 Recorded: February 12, 2010
 Recording Number: 4136283
- 4) Easement and the terms and conditions thereof:
 Grantee: City of Olympia
 Purpose: Sewer Lines
 Area affected: Portion of said premises
 Recorded: February 12, 2010
 Recording Number: 4136284

Survey Notes

1. Full reliance has been placed in Chicago Title Insurance Company report under Order No. 2073650 dated April 16, 2010 at 8:00 AM and supplemental information for legal descriptions and revelations of easements; no further search of the record has been made.

2. The property depicted and described hereon encloses an area of 2.901 acres.

MODIFICATIONS/REVISIONS

It is expected that modifications and revisions to the Binding Site Plan and its approved design plans, conditions of approval and documents may be necessary and normal during the course of its development. The City of Olympia Department Review Committee shall review and take such action as with respect to any proposed modifications or revisions from the approved Binding Site Plan. Any modifications of the Binding Site Plan shall be supported by a written demonstration of why the modifications are needed and be placed on the application. At the discretion of the Development Review Committee the applicant may be required to record a revised and approved plan or document. There shall be no modification to the tract geometry of this Binding Site Plan except as provided by the City of Olympia.

Certificate - Treasurer
 I hereby certify that all taxes on the land described hereon have been fully paid to and including the year 2013.

Thurston County Treasurer _____

Certificate - Auditor

Filed for record at the request of Butler Surveying Inc. this _____ day of _____ 2013, A. _____ minutes past _____ o'clock _____ M., and recorded under Auditor's File No. _____

Thurston County Auditor _____

Land Surveyor's Certificate

I hereby certify that this Binding Site Plan is based upon an actual field survey in the Dickerson Donation Land Claim in the Northeast Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington, that the courses and distances are correct and that the perimeter boundary has been staked on the ground with capped rebars or as shown hereon.



City of Olympia Binding Site Plan No. 10-0022 OL (REVISED)

Assessor's Current Parcel Number: 67400006300

BUTLER SURVEYING INC.
 475 NW CHEVALS AVENUE
 P.O. BOX 148, CHEHALIS, WA 98522
 360/746-8803

Drawn: C. Butler Date: 12-20-13
 Checked: CS Job No: 05-67
 Scale: none Sheet 1 of 5

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____, the individual described in and who executed the foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Robin Diane Stritz to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Lly V. Morreo to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jean Reynolds to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Heather Saunders to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____, the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Jim Ferguson to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me John Ferguson to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.
(Page 2 of 5 Pages)



City of Olympia Binding
Site Plan No. 10-0022 0L
(REVISED)

Assessor's Current Parcel Number
67400006300
BUTLER SURVEYING INC.
475 NW CHEHALIS AVENUE
P.O. BOX 148 CHEHALIS, WA 98522
360/740-8803

Drawn C. Butler	Date 12-20-13
Checked CS	Job No. 05-67
Scale none	Sheet 2 of 5

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Joann Tarnow to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Peter J. Vennawitz to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me David Lerner to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Eno Pannabecker to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that she signed the same as her free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Katherine Porter to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Joshua Porter to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that he signed the same as his free and voluntary act and deed for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me Peter J. Vennawitz and Liv V. Monroe to me known to be the Trustees of the Vennawitz/Monroe Trust, they signed the same as the free and voluntary act and deed of said Trust for the uses and purposes therein mentioned.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2013.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

ACKNOWLEDGMENT
STATE OF WASHINGTON)
COUNTY OF _____) SS

On this ____ day of _____, 2013, before me, a Notary Public in and for the State of Washington, duly and commissioned and sworn, personally appeared before me _____ to me known to be the _____ (TITLE) of Olympia Federal Savings and Loan Association, a Washington State chartered Commercial Bank, and acknowledged the said instrument to be the free and voluntary act and deed of said Bank, for the uses and purposes therein mentioned, and on which that _____ is authorized to execute the said instrument and that the seal affixed (if any) is the official seal of said Bank.

Witness my hand and official seal the day and year above written.

Notary Public in and for the State of Washington
Name Printed: _____
Residing at: _____
My Commission Expires: _____

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.
(Page 3 of 5 Pages)



City of Olympia Binding
Site Plan No. 10-0022 OL
(REVISED)

Assessor's Current Parcel Number
67400006300

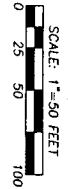
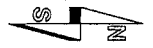
BUTLER SURVEYING INC.
475 NW CHERALS AVENUE
SEASIDE, WA 98582
360.745.8600

Drawn	C. Butler	Date	12-20-13
Checked	CS	Job No.	05-67
Scale	none	Sheet	3 of 5

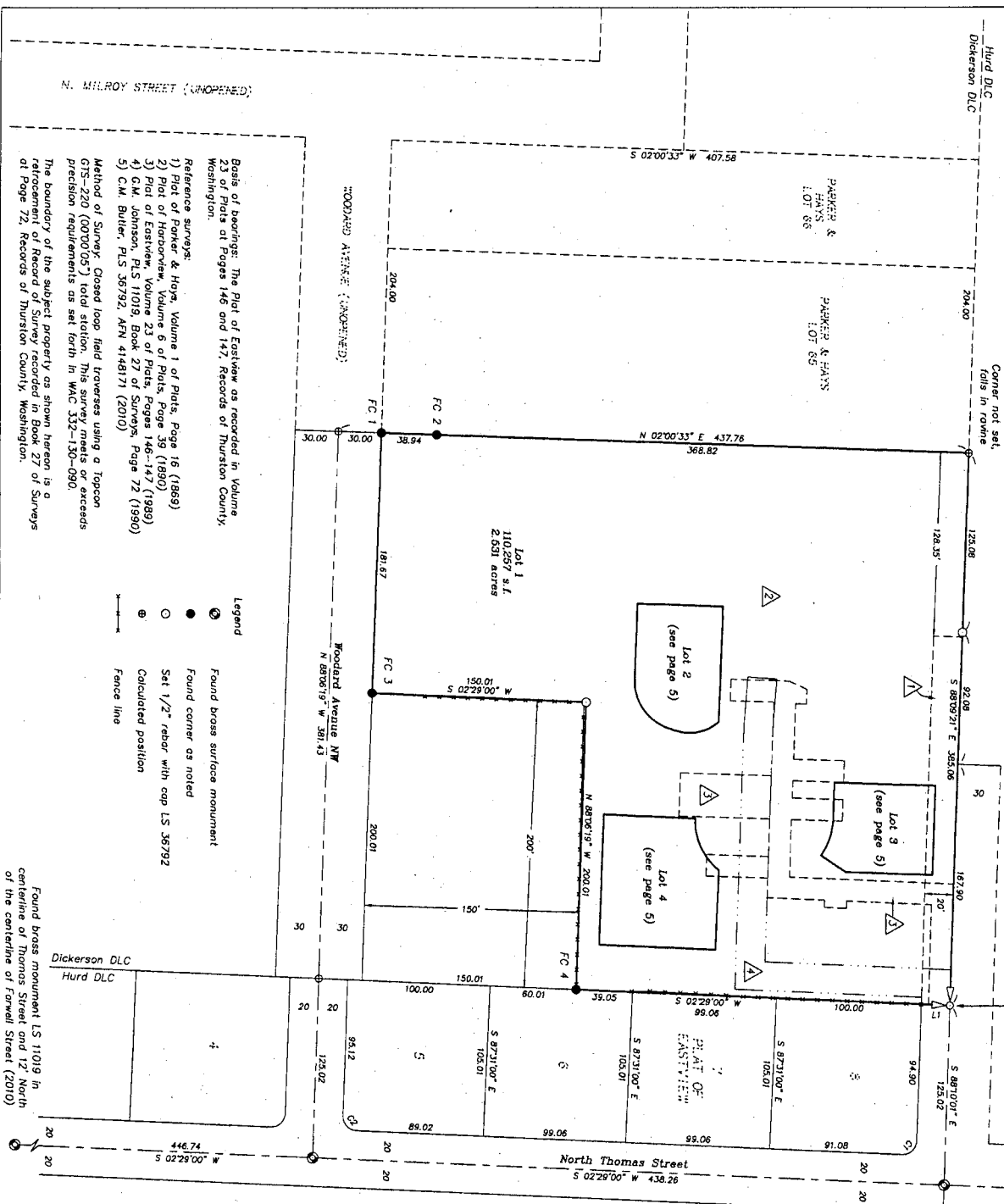
EXHIBIT B

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 4 of 5 Pages)



NE corner Dickerson DLC
2" iron pipe of record has been destroyed by sewer construction. Set lock and LS 36792 washer in lead in concrete pad ground sewer monument of position calculated as per reference surveys 2 and 3 (2010)



Basis of bearings: The Plat of Eastview as recorded in Volume 5 of Plats of Pages 146 and 147, Records of Thurston County, Washington.

Reference surveys:

- 1) Plat of Parker & Hays, Volume 1 of Plats, Page 16 (1889)
- 2) Plat of Harborview, Volume 6 of Plats, Page 39 (1890)
- 3) Plat of Eastview, Volume 23 of Plats, Pages 146-147 (1889)
- 4) G.M. Johnson, PLS 11019, Book 27 of Surveys, Page 72 (1990)
- 5) C.M. Butler, PLS 36792, AFN 4148171 (2010)

Method of Survey: Closed loop field traverses using a Topcon GTS-220 (0070005) total station. This survey meets or exceeds precision requirements as set forth in WAC 352-150-090.

The boundary of the subject property as shown hereon is a retracement of Record of Survey recorded in Book 27 of Surveys at Page 72, Records of Thurston County, Washington.

- Legend**
- Found brass surface monument
 - Found corner as noted
 - ⊙ Set 1/2" rebar with cap LS 36792
 - ⊙ Calculated position
 - Fence line

Found brass monument LS 11019 in centerline of Thomas Street and 12' North of the centerline of Farwell Street (2010)

LINE TABLE

NO.	BEARING	DISTANCE
L1	S 02°29'00" W	20.01

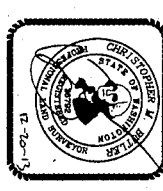
CURVE TABLE

NO.	DELTA	RADIUS	LENGTH
C1	90°39'01"	10.00	15.82
C2	89°24'41"	10.00	15.81

- Found corners (FC)**
- 1) Found 1/2" rebar with cap LS 7397 bearing S81°47'W 0.29' from calculated position (2010)
 - 2) Found 1/2" rebar with cap LS 5154 bearing S81°39'W 0.43' from calculated position (2010)
 - 3) Found 1/2" rebar with cap LS 7397 bearing N61°48'E 0.13' from calculated position (2010)
 - 4) Found 1/2" rebar with cap LS 7397 at calculated position (2010)

- ▲ Water main easement as per AFN 804285
- ▲ Electric transmission and distribution easement as per AFN 4064718. Not surtable.
- ▲ Water main easement as per AFN 4136263
- ▲ Sewer main easement as per AFN 4136264

Site Address
1620 Woodard Avenue NW
Olympia, WA 98502



City of Olympia Binding
Site Plan No. 10-0022 OL
(REVISED)

Assessor's Current Parcel Number
6740006300

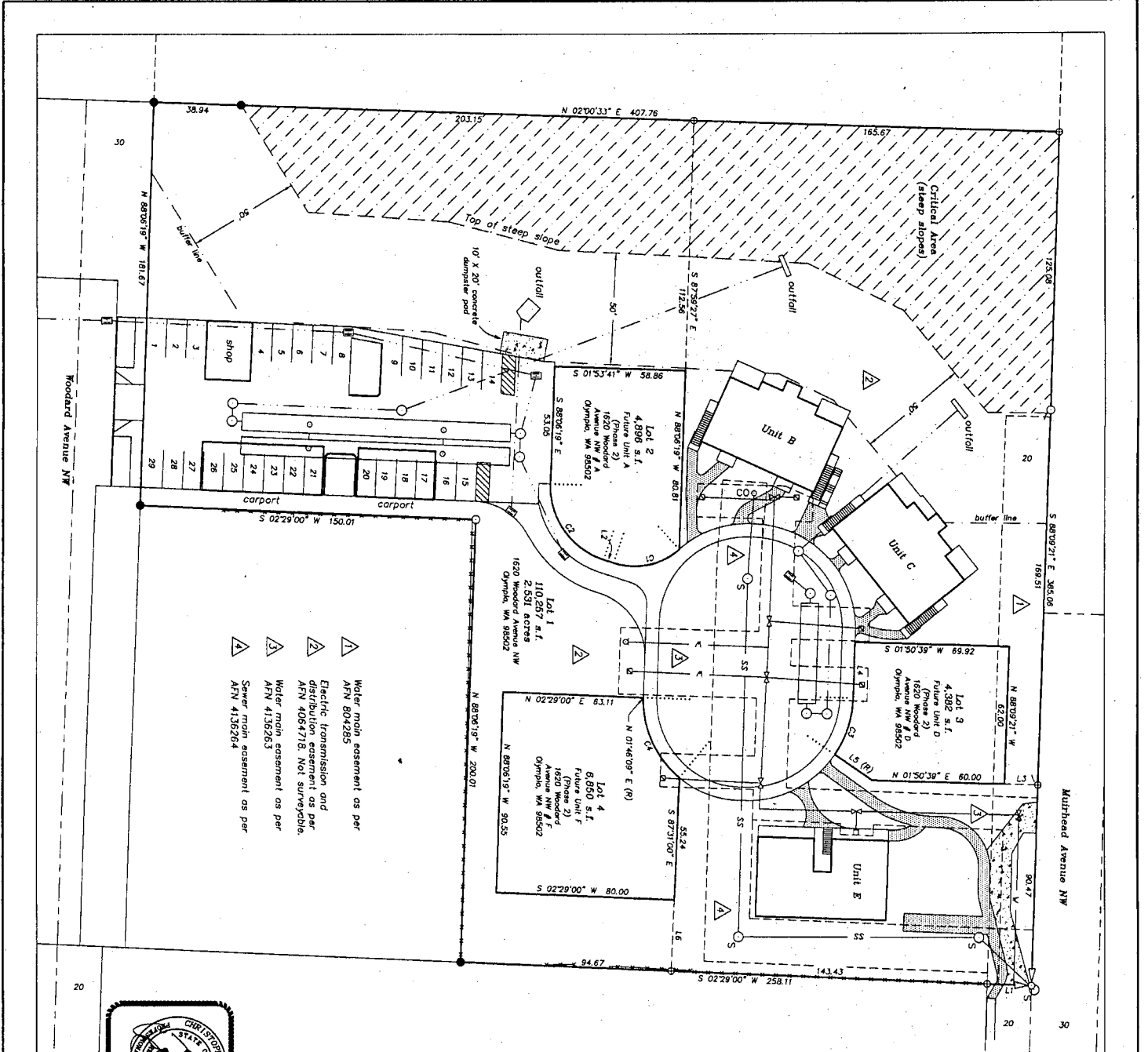
BUTLER SURVEYING INC.
414 NW Central Expressway
P.O. Box 148, Chesapeake, WA 98622
360/726-4603

Drawn C. Butler Date 12-20-13

Checked CB Job No. 05-67C

Scale 1" = 50' Sheet 4 of 5

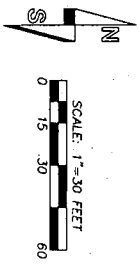
EXHIBIT B



- ▲ Water main easement as per AFN 804285
- ▲ Electric transmission and distribution easement as per AFN 4064718. Not surveyable.
- ▲ Water main easement as per AFN 4136263
- ▲ Sewer main easement as per AFN 4136264

A portion of The Dickerson Donation Land Claim in the Northeast Quarter of the Southwest Quarter of Section 10, Township 18 North, Range 2 West, W.M. in Thurston County, Washington.

(Page 5 of 5 Pages)



- Found corner as noted
- Set 1/2" rebar with cap LS 36792
- ⊙ Calculated position
- Fence line
- Sewer manhole
- Sewer cleanout
- Water valve
- Water meter
- Hydrant
- Water line
- Storm manhole
- Storm cleanout
- Catch basin
- Storm line
- Walking path
- Gravel area

LINE TABLE

NO.	BEARING	DISTANCE
1.1	S 02°29'00" W	20.00
1.2	N 01°18'52" E	4.70
1.3	N 18°22'22" E	1.70
1.4	S 88°13'51" E	25.29
1.5	N 34°24'54" E	20.59
1.6	N 87°31'00" W	32.00

CURVE TABLE

NO.	DELTA	RADIUS	LENGTH	CHORD	CHORD BEG.	CHORD END.
C1	60°18'52"	30.00	31.59	5.11	47°02' E	51°42' E
C2	32°38'36"	47.50	26.70	5.51	40°13' E	43°54' E
C4	52°08'13"	40.95	39.55	5.65	42°02' W	45°42' W



BUTLER SURVEYING INC.
 478 W. CHESTNUT AVENUE
 P.O. BOX 140, CHEHALIS, WA 98532
 509/746-8800

Assessor's Current Parcel Number
67400006300
 City of Olympia Binding
 Site Plan No. 10-0022 OL
 (REVISED)
 Drawn C. Butler
 Checked *CS*
 Date 12-20-13
 Job No. 05-67C
 Scale 1" = 30'
 Sheet 5 of 5

RESOLUTION NO. M-1866

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLYMPIA, WASHINGTON, ADOPTING THE FINDINGS OF FACT, CONCLUSIONS OF LAW AND RECOMMENDATION OF THE CITY OF OLYMPIA HEARING EXAMINER, AND GRANTING PRELIMINARY APPROVAL OF AN AMENDMENT TO THE WOODARD LANE CO-HOUSING, PLANNED RESIDENTIAL DEVELOPMENT, CP&D FILE NO. 16-0061

WHEREAS, on July 22, 2008, the City Council passed and approved Resolution No. M-1709 adopting findings of fact and conclusions of law approving the Woodard Lane Co-Housing Preliminary Planned Residential Development, CP&D File No. 05-0121; and

WHEREAS, the final binding site plan for the Woodard Lane Co-Housing PRD (BSP 4148171) was recorded with the Thurston County Auditor in April 2010; and

WHEREAS, on May 11, 2016, Woodard Lane Co-Housing Tenants in Common applied for an amendment to the previously approved PRD to increase the number of total off-street vehicle parking spaces from 26 to 32 spaces and construct approximately 2,000 square feet of asphalt pavement area (the Proposed Amendment); and

WHEREAS, on September 26, 2016, the Olympia Hearing Examiner held a public hearing for the purpose of taking public testimony on the Proposed Amendment; and

WHEREAS, on October 3, 2016, the Hearing Examiner entered his findings of fact and conclusions of law and recommended to the City Council that the Proposed Amendment receive preliminary approval subject to certain conditions;

NOW, THEREFORE, the Olympia City Council, having considered the Proposed Amendment to the PRD and the recommendation of the Hearing Examiner, does hereby resolve as follows:

1. Adoption of Findings, Conclusions of Law and Recommendations. The Findings of Fact 1 through 22 and Conclusions of Law 1 through 12 of the City of Olympia Hearing Examiner dated October 3, 2016, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
2. Preliminary Approval of Amendment to PRD. The Woodard Lane Co-Housing Amendment to the Planned Residential Development is hereby granted preliminary approval as recommended by the Olympia Hearing Examiner on October 3, 2016, as follows:
 - A. The number of available off-street vehicle parking spaces will be increased from 26 to 32 spaces; and
 - B. Construction of approximately 2,000 square feet of additional asphalt pavement area shall be permitted subject to the conditions recommended by the Olympia Hearing Examiner on October 3, 2016.


3. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

PASSED AND APPROVED this 28 day of February 2017.


MAYOR

A handwritten signature in black ink, appearing to read "Belby", written over a horizontal line.

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


DEPUTY CITY ATTORNEY



City Council

Public Hearing and Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Agenda Date: 11/21/2017
Agenda Item Number: 5.A
File Number: 17-1189

Type: ordinance **Version:** 1 **Status:** Public Hearing

Title

Public Hearing and Approval of an Ordinance Setting the 2018 Ad Valorem Tax

Recommended Action

Committee Recommendation:

Not referred to a committee.

City Manager's Recommendation:

Hold a public hearing, close the hearing, and move to approve the ordinance on first reading and forward to second reading.

Report

Issue:

Hold a public hearing to set the Ad Valorem Tax amount for the budget year 2018, and decide whether to approve the ordinance on first reading to set the Ad Valorem Tax for 2018 collections.

Staff Contact:

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Presenter(s):

Dean Walz, Fiscal Services Director, Administrative Services Department, 360.753.8465

Background and Analysis:

The City is required to adopt a property tax levy ordinance and file a levy certification with the County by November 30, 2017. If no certification is filed, the County will levy the lesser of the amount levied for 2017 or any other legal limit which may be applied to the levy.

A public hearing on General Fund revenues sources, including property tax, is required prior to the adoption of the property tax levy (RCW 84.55.120). The schedule of proposed 2018 General Fund revenues is attached. Notice of the hearing was published on November 7 and November 14, 2017.

The 2018 general levy is based on a 1% increase over the previous highest legal levy, plus allowable add on items and a refund levy to be collected in 2018 which would be the normal limit of the levy.

This year the levy includes an additional \$2,800,000 to finance public safety, law enforcement, police training and recruitment, code enforcement, mental health and Community Court services. The additional \$2,800,000 is funded from the voter-approved levy lid lift approved by voters on November 7th, 2017.

Once a levy is set there may be adjustments made which lower the amount of taxes to be collected, e.g. lower assessed valuations. The amount not collected due to adjustments can be added to the next year's levy as a refund levy.

Estimated Regular Levy for 2018 Collections -

The estimated regular levy for 2018 collections is \$17,366,643.00 plus a refund levy of \$30,925.96. The estimated rate per \$1,000 of assessed valuation is \$2.6022. The current rate is \$2.264156. Assessed value for 2018 tax collections is estimated at \$6.686 billion, an increase of \$320 million. Preliminary estimated increase in assessed valuation from new construction (included in above) is \$64.5 million. This will generate about \$146,144 in property tax revenue from new construction.

The maximum regular levy rate is \$3.325, assuming the Timberland Library District levied its full levy capacity of \$0.50 per \$1,000 of assessed value. The current levy rate of the District is \$0.39926.

Additionally, the City will collect property tax to pay debt service on bonds issued with voter approval to fund fire facilities and equipment. In 2008, voters approved an excess levy to pay for a fire station, fire training facility, and equipment. Bonds were issued in 2009. This levy for 2018 will be \$1,200,420 including a refund levy of \$4,490. Estimated levy rate is \$0.18865. The 2017 levy for the fire bonds is \$0.18804. The tax levy to pay the debt service on the fire bonds is not part of the public hearing.

Neighborhood/Community Interests (if known):

N/A

Options:

- 1) Close the hearing and move to approve the ordinance on first reading and forward to second reading.
- 2) Move the ordinance to second reading with changes as identified by the Council.
- 3) Continue the hearing to another date and direct staff to present the ordinance at another date. If the ordinance is not delivered to the County by November 30, then the amount of taxes to be levied for 2018 may be limited.
- 4) Do not pass the ordinance. The County would levy property taxes at the same level as 2017.

Financial Impact:

General Expense Levy

\$14,418,919.00	1% increase over highest legal levy
\$ 146,144.00	New construction
\$ 1,580.00	Annexations
\$ 30,925.96	Refund Levy
<u>\$ 2,800,000.00</u>	Additional from Levy Lid Lift
\$17,397,568.96	

Fire Bond Levy

Type: ordinance **Version:** 1 **Status:** Public Hearing

\$ 1,195,930.00	Base levy
\$ 4,490.25	Refund levy
<u>\$ 1,200,420.25</u>	

Attachments:

Ordinance

Estimated 2017 General Fund Revenue by Type

AN ORDINANCE SETTING THE AD VALOREM TAX AMOUNT AND THE AMOUNT OF INCREASE FOR THE BUDGET YEAR 2018

WHEREAS, the Olympia City Council held a public hearing on November 21, 2017, to consider the City of Olympia ad valorem tax levy for 2018 collections; and

WHEREAS, the City Council, after the hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Olympia requires an increase in property tax revenue from the previous year, in addition to the increase resulting from additions of new construction and improvements to property, areas added by annexation, and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City in its best interest; and

WHEREAS, the qualified voters of the City of Olympia approved a levy lid lift at a general election held on November 7, 2017; and

WHEREAS, the City has a need for an additional \$2,800,000 for public safety, law enforcement, police training and recruitment, code enforcement, mental health, and Community Court services; and

WHEREAS, the City issued bonds to pay for a Fire Station, Fire Training Facility, and Equipment, such bonds approved by voters in 2008; and

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$30,925.96 related to the general levy; and

WHEREAS, the City of Olympia has been advised by the Thurston County Treasurer that the City of Olympia is eligible for a refund levy of \$4,490.25 related to the Fire Station bond levy; and

WHEREAS, although the City wishes to levy taxes for the year in an amount less than the maximum allowed under its legal levy limit, future levy capacity shall be protected as provided for in RCW 84.55.092, calculated in future years as though the maximum lawful levy amount allowed by the levy limit had been levied, as set forth in WAC 458-19-065; and

WHEREAS, the City is required to certify the amount to be raised by taxation on assessed valuation with the clerk of the county legislative authority by November 30.

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL, ORDAINS AS FOLLOWS:

Section 1. There is hereby fixed as the amount of property tax collections necessary to raise an amount equal to the estimated expenditures less the total estimated revenue from all sources other than ad valorem taxation, the following sum:

OLYMPIA	AMOUNT
General Expense Levy (Regular Property Tax Levy)	\$17,366,643.00
Excess Levy (Fire Station Bonds)	1,195,930.00
Administrative Refund Levy, General Expense Levy	30,925.96
Administrative Refund Levy, Bond levy	4,490.25
	\$18,597,989.21

Section 2. On or before the 30th day of November 2017, the City Clerk shall file with the Clerk of the Thurston County Board of Commissioners a certified estimate of the total amount to be raised by the ad valorem tax levied herein on property within the City of Olympia.

ADOPTED THIS _____ day of November 2017.

MAYOR

MAYOR PRO-TEM

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED:

SCHEDULE OF PRELIMINARY ESTIMATED 2018 GENERAL FUND REVENUE BY TYPE

Property Tax	\$ 11,056,110	14.73%
Sales Tax	21,831,610	29.09%
Business Tax	6,548,000	8.72%
Utility Tax, Private	5,083,790	6.77%
Utility Tax, Municipal	5,025,690	6.70%
Gambling Tax	130,000	0.17%
Leasehold Tax	150,000	0.20%
License & Permits	1,043,650	1.39%
Intergovernmental	2,096,251	2.79%
Charges for Service	14,617,568	19.47%
Fines & Penalties	491,500	0.65%
Rents & Leases	1,451,143	1.93%
Other Revenue	5,534,617	7.39%
Total Revenue	\$ 75,059,929	



City Council

Public Hearing on the 2018 Preliminary City of Olympia Operating Budget and 2018-2023 Preliminary Capital Facilities Plan

Agenda Date: 11/21/2017
Agenda Item Number: 5.B
File Number: 17-1186

Type: public hearing **Version:** 1 **Status:** Public Hearing

Title

Public Hearing on the 2018 Preliminary City of Olympia Operating Budget and 2018-2023 Preliminary Capital Facilities Plan

Recommended Action

Committee Recommendation:

Various City advisory committees forwarded written recommendations to the Council at an earlier date. The Finance Committee has reviewed various aspects of the budget and will meet on November 22 to finalize their recommendations.

City Manager Recommendation:

Hold the public hearing and receive testimony on the 2018 City of Olympia Preliminary Operating Budget and 2018-2023 Preliminary Capital Facilities Plan. Upon closing the public hearing, accept written comments until Friday, November 24, 2017 at 5:00 p.m.

Report

Issue:

Whether to hold a hearing for the public to comment on the 2018 Preliminary Operating Budget and 2018-2023 Preliminary Capital Facilities Plan.

Staff Contact:

Steve Hall, City Manager, 360.753.8447
Dean Walz, Acting Administrative Services Director, 360.753.8465

Presenter(s):

Steve Hall, City Manager
Dean Walz, Acting Administrative Services Director

Background and Analysis:

2018 Operating Budget

The 2018 Preliminary Operating Budget was presented on October 30, 2017. This hearing provides additional opportunity for the Council to hear from the public on the operating budget of the City. The operating budget includes a property tax increase, utility rate increases, other fee increases, and

recommendations for the Lodging Tax.

The 2018 City of Olympia Preliminary Operating Budget is \$146.6 million representing a 2.9% increase over the 2017 budget. The General Fund, comprising the basic municipal services is \$75.1 million, or a 4.15% increase in expenditures. Subsequent to the preparation of the preliminary budget, voters approved a levy lid lift to finance public safety, law enforcement, police training and recruitment; code enforcement; mental health; and community court services. It is proposed \$2,800,000 to be added to the budget for these services.

Utility rate increases in the preliminary budget and recommendation of the Utility Advisory Committee (UAC) are:

	<u>Preliminary Budget</u>	<u>UAC</u>
Drinking Water	4.4%	4.4%
Wastewater Collections	0%	0%
LOTT	0%	2.0%
Stormwater	0%	0%
Waste Resources		
Residential	2.0%	6.0%
Commercial	0%	5.0%
Organics	6.0%	0%
Drop Box	2.0%	6.0%

The UAC recommends the Waste Resources utility increase rates for residential, commercial, and drop box services by 4% to build capacity to fund a future facility for waste resource operations.

Capital Facilities Plan

The 2018-2023 Preliminary Capital Facilities Plan (CFP) was presented on July 18 followed by Planning Commission review. On October 17 the Council held an earlier public hearing. This hearing provides additional opportunity for the Council to hear from the public on changes made since the earlier hearing (attached).

The 2018-2023 Preliminary CFP is \$147,404,126. The 2018 portion is \$23,838,466.

CFP by category:

23%	Parks
36%	Transportation
6%	General Facilities
18%	Drinking Water
7%	Wastewater
10%	Stormwater

The City's Capital Facility Plan incorporates the Olympia School Districts (OSD) CFP. The City collects the impact fees on behalf of the OSD once the City's CFP is adopted.

Below are the 2018 proposed impact fee increase:

Single Family	\$5,350 (\$52 increase from 2017)
Multi-Family	\$2,621 (\$101 increase from 2017)

Neighborhood/Community Interests (if known):

The 2018 Preliminary Operating Budget includes \$23,000 for neighborhood matching grants.

Options:

1. Hold the public hearing and accept written comments until 5:00 p.m. on Friday November 24, 2017.
2. Do not hold the public hearing or accept written comments until 5:00 p.m. on Friday November 24, 2017.
3. Move the public hearing to another date.

Financial Impact:

The 2018 Preliminary Operating Expenditure Budget is \$146.6 million. The Preliminary Operating Budget (including LTAC recommendations and utility rate increases) is available on the City website for public review.

The 2018-2023 Preliminary CFP is \$147.4 million.

Attachments:

Olympia School District Capital Facilities Plan 2018-2023

Olympia School District Capital Facilities Plan 2018-2023

November 6, 2017

Executive Summary

The Olympia School District's 2018-2023 Capital Facilities Plan (CFP) has been prepared as the district's principal six-year facility planning document in compliance with the requirements of the Washington State Growth Management Act. This plan is developed based on the district's recent long range facilities master plan work, which looked at conditions of district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these needs from 2010 to 2025. This report is the result of a volunteer Facilities Advisory Committee (FAC) who worked with the district and a consulting team for nearly six months. In addition to this CFP and the 2011 master plan and the updates that are underway, the district may prepare other facility planning documents, consistent with board policies, to consider other needs of the district as may be required.

This CFP consists of four elements:

1. An inventory of existing capital facilities owned by the Olympia School District including the location and student capacity of each facility.
2. A forecast of future needs comparing student enrollment projections against permanent facility student capacities. The basis of the enrollment forecast was developed by demographer Dr. W. Les Kendrick. An updated student generation rate for this plan and to calculate the impact fee was developed by demographer Michael McCormick.
3. The proposed locations and capacities of new and expanded facilities anticipated to be constructed or remodeled over the next six years and beyond.
4. A financing plan for the new and expanded facilities anticipated to be constructed over the next six years. This plan outlines the source of funding for these projects including state revenues, local bond revenue, local levy revenue, impact fees, mitigation fees, and other revenues.
5. This CFP contains updates to plans that address how the district will respond to state policies to reduce class size. The Legislature has recently enacted legislation that targets class size reduction by the 2017-18 school year (SY), the Supreme Court has mandated implementation of this legislation, and an initiative of the people (I-1351) was enacted, significantly impacting school housing needs. All three of these efforts/entities have included conversion of half-day kindergarten to full-day kindergarten as a high priority.

The 2011 Master Plan and updates contain multiple projects to expand the district's facility capacity and major modernizations. Specifically the plan included major modernizations for Garfield (with expanded capacity), Centennial, McLane, and Roosevelt Elementary Schools; limited modernization for Jefferson Middle School; and modernizations for Capital High School. The plan called for the construction of a new building, with expanded capacity, for the Olympia Regional Learning Academy. The plan called for the construction of a new elementary/intermediate school (serving grades 5-8) on the east side of the district. In the 2015 Master Plan update to the 2011 Master Plan, this new intermediate school project will not move forward. The district will expand capacity at five elementary schools via mini-buildings of permanent construction consisting of 10 classrooms each. In addition, in order to nearly double Avanti High School enrollment, Avanti is scheduled to expand to use the entire Knox building; the administration would move to a different building. At Olympia High School, the district would reduce reliance on 10 portables by building a new permanent building of about 22 classrooms. Finally, the plan includes a substantial investment in systems modernizations and major repairs at facilities across the district.

This 2018-203 Capital Facilities Plan (CFP) is intended to guide the district in providing new capital facilities to serve projected increases in student enrollment as well as assisting the district to identify the need and time frame for significant facility repair and modernization projects. The CFP will be reviewed on an annual basis and revised accordingly based on the updated enrollment and project financing information available.

Capital Facilities Plan 2018-2023

Olympia School
District November
2017

I. School Capacity, Methodology and Levels of Service

The primary function of calculating school capacities is to allow observations and comparisons of the amount of space in schools across the Olympia School District (OSD) and plan for growth in the number of students anticipated at each school. This information is used to make decisions on issues such as locations of specialty program offerings, enrollment boundaries, portable classroom units, new construction and the like.

School capacities are a general function of the number of classroom spaces, the number of students assigned to each classroom, how often classrooms are used, and the extent of support facilities available for students, staff, parents and the community. The first two parameters listed above provide a relatively straightforward calculation, the third parameter listed is relevant only to middle and high schools, and the fourth parameter is often a more general series of checks and balances.

The district's historical guideline for the maximum number of students in elementary school classrooms is as follows. The table below also identifies the guideline of the new initiative and the square footage guideline used for costing construction:

Class Size Guidelines	OSD Historical Guideline:	2014 I-1351 Voter Approved (Not funded by Legislature):	Square Footage Guideline:	ESHB 2242 Enacted in 2017:
Kindergarten	23 students	17 students	25-28 students	17 students
Grades 1-2	23 students	17 students	25-28 students	17 students
Grades 3	25 students	17 students	28 students	17 students
Grades 4-5	27 students	25 students	28 students	27 students

As the district constructs new classrooms, the class size square footage guideline is tentatively set to accommodate 25-28 students. Under the initiative (if enacted), the class size goal for 4th and 5th grade would be 25. Occasionally, class sizes for a class must exceed the guideline, and be in overload status. The district funds extra staffing supports for these classrooms when they are in overload status. In most cases, the district needs to retain flexibility to a) place a 4th or 5th grade into any physical classroom; and b) size the classroom square footage to contain a classroom in overload status where needed. In addition, there is the possibility that class sizes would be amended at a later time to increase or that state policy makers would never fully implement the guidelines of Initiative 1351. For these reasons, the district is maintaining its historical practice of constructing classrooms to hold 28 students comfortably. This is consistent with the newly enacted finance system for K-12 public education, in that the 2017 Legislature has retained the class size for 4th and 5th grade at 27 students.

Typically, OSD schools include a combination of general education classrooms, special education classrooms, and classrooms dedicated to supportive activities, as well as classrooms dedicated to enrichment programs such as art, music, language and physical education. Some programs, such as special education, serve fewer students but require regular-sized classrooms. An increased need for these programs at a given school can reduce that school's total capacity. In other words, the more regular sized classrooms that are occupied by smaller numbers of students, the lower the school capacity calculation will be. Any school's capacity, primarily at elementary level, is directly related to the programs offered at any given time.

Special education classroom use at elementary level includes supporting the Infant/Toddler Preschool Program, Integrated Kindergarten Program, DLC Program (Developmental Learning Classroom, which serves students with moderate cognitive delays), Life Skills Program (students with significant cognitive delays), LEAP Program (Learning to Engage, be Aware and Play Program for students with significant behavior disabilities) and the ASD Program (students with autism spectrum disorders.) At middle and/ or high level, special education classroom use includes supporting the DLC Program, Life Skills Program, HOPE Program (Help Our People Excel for students with significant behavior disabilities) and the ASD Program.

Classrooms dedicated to specific supportive activities include serving IEP's (Individual Education Plan) OT/PT services (Occupational and Physical Therapy), speech and language services, ELL services (English Language Learner), PATS services (Program for Academically Talented Students), as well as non-specific academic support for struggling students (primarily Title I of the No Child Left Behind Act.)

Of note, the district has a practice of limiting school size to create appropriately-sized learning communities. The district has a practice of limiting elementary school size to 500 students; middle school size to 800 students; and high school size to 1,800 students. These limits represent a guide, but not an absolute policy limit and in this CFP update the guideline is adjusted slightly. The district's 2015 review and update of the 2011 Master Plan included the FAC's recommendation that exceeding these sizes was desirable if the school still functioned well, and that a guideline should be exceeded when it made sense to do so. Therefore the plans for future enrollment growth are based on this advice and some schools are intended to grow past these sizes.

Methodology for Calculating Building Capacity

Elementary Schools

For the purpose of creating an annual CFP, student capacity at individual elementary schools is calculated by using each school's current room assignments. (E.g. How many general education classrooms are being used, and what grade level is being taught? How many different special education classrooms are being used? How many classrooms are dedicated to supportive activities like the PATS Program, ELL students, etc.?)

Throughout the district's elementary schools, special programs are located according to a combination of criteria including the proximity of students who access these special programs, the efficiency of staffing resources, and available space in individual schools. Since the location

of special programs can shift from year to year, the student capacities can also grow or retract depending on where the programs are housed. This fluctuation is captured in what is termed the “Program Capacity” of each school. That is to say that “Program Capacity” is calculated based on the programs offered at a given school each year, instead of a simple accounting of the number of classroom spaces. (See Table A.)

Middle and High Schools

Capacity at middle schools and high school levels are based on the number of “teaching stations” that include general-use classrooms and specialized spaces, such as music rooms, computer rooms, physical education space, industrial arts space, and special education and/or classrooms dedicated to supportive activities. In contrast to elementary schools, secondary students simultaneously occupy these spaces to receive instruction. As a result, the district measures the secondary school level of service based on a desired average class size and the total number of teaching stations per building. The capacities of each secondary school are shown on Table B.

Building capacity is also governed by a number of factors including guidelines for maximum class size, student demands for specialized classrooms (which draw fewer students than the guidelines allow), scheduling conflicts for student programs, number of work stations in laboratory settings, and the need for teachers to have a work space during their planning period. Together these limitations affect the overall utilization rate for the district’s secondary schools.

This rate, in terms of a percentage, is applied to the number of teaching stations multiplied by the average number of students per classroom in calculating the effective capacity of each building. The levels of service for both middle and high school equates to an average class loading of 28 students based upon an 80% utilization factor. The only exception is Avanti High School, the district’s alternative high school program, which does not consist of any specialized classroom space and has relatively small enrollment, so a full 100% utilization factor was used to calculate this school’s capacity

The master plan includes estimates for both current and maximum utilization. In this CFP we have used the current utilization capacity level because it represents the ideal OSD configurations of programs and services at this time. It is important to note that there is very little added capacity generated by employing the maximum utilization standard.

Level of Service Variables

Several factors may impact the district’s standard Level of Service (LOS) in the future including program demands, state and federal funding, collective bargaining agreements, legislative actions, and available local funding. These factors will be reviewed annually to determine if adjustments to the district’s LOS were warranted. The district is experiencing growth in its special education preschool population and is exploring opportunities to provide other additional or expanded programs to students in grades K-12. This review may result in a change to the standard LOS in future Capital Facilities Plans.

Alternative Learning

The district hosts the Olympia Regional Learning Academy (ORLA), which serves students from both within and outside of the district’s boundaries. The program, which began in 2006, now serves approximately 440 students. Each year since 2006 the program’s enrollment has increased and the proportion of students from within the Olympia School District has increased. Therefore,

over time, the program will have a growing positive impact on available capacity within traditional district schools. As more students from within district schools migrate to ORLA, they free up capacity to absorb projected growth.

The Olympia School District is also committed to serving as this regional hub for alternative education and services to families for non-traditional education. The program is providing education via on-line learning, home-school connect (education for students that are home-schooled), and Montessori elementary education.

Finally, Olympia School District is committed to providing families with alternatives to the traditional public education, and keeping up with the growing demand for these alternatives, and is committed to providing ORLA students and families with a safe facility conducive to learning.

Elementary School Technology

In capacity analyses, the district has assumed that current computer labs will be converted to classrooms. The ease of use, price, and industry trend regarding mobile computing afford the district the opportunity to eventually convert six classrooms/portables from a computer lab into a classroom.

Preschool Facilities

The district houses 10 special needs preschool classrooms across the district. Recently the district has been leasing space from a church due to a lack of classroom space. The CFP addresses the need to house these classrooms in district facilities. For the 2017-18 SY, all preschool classrooms are housed in public schools; 2 classrooms have been moved from leased space to schools. The infant toddler classroom(s) were temporarily housed in leased space and moved to classroom space mid-year.

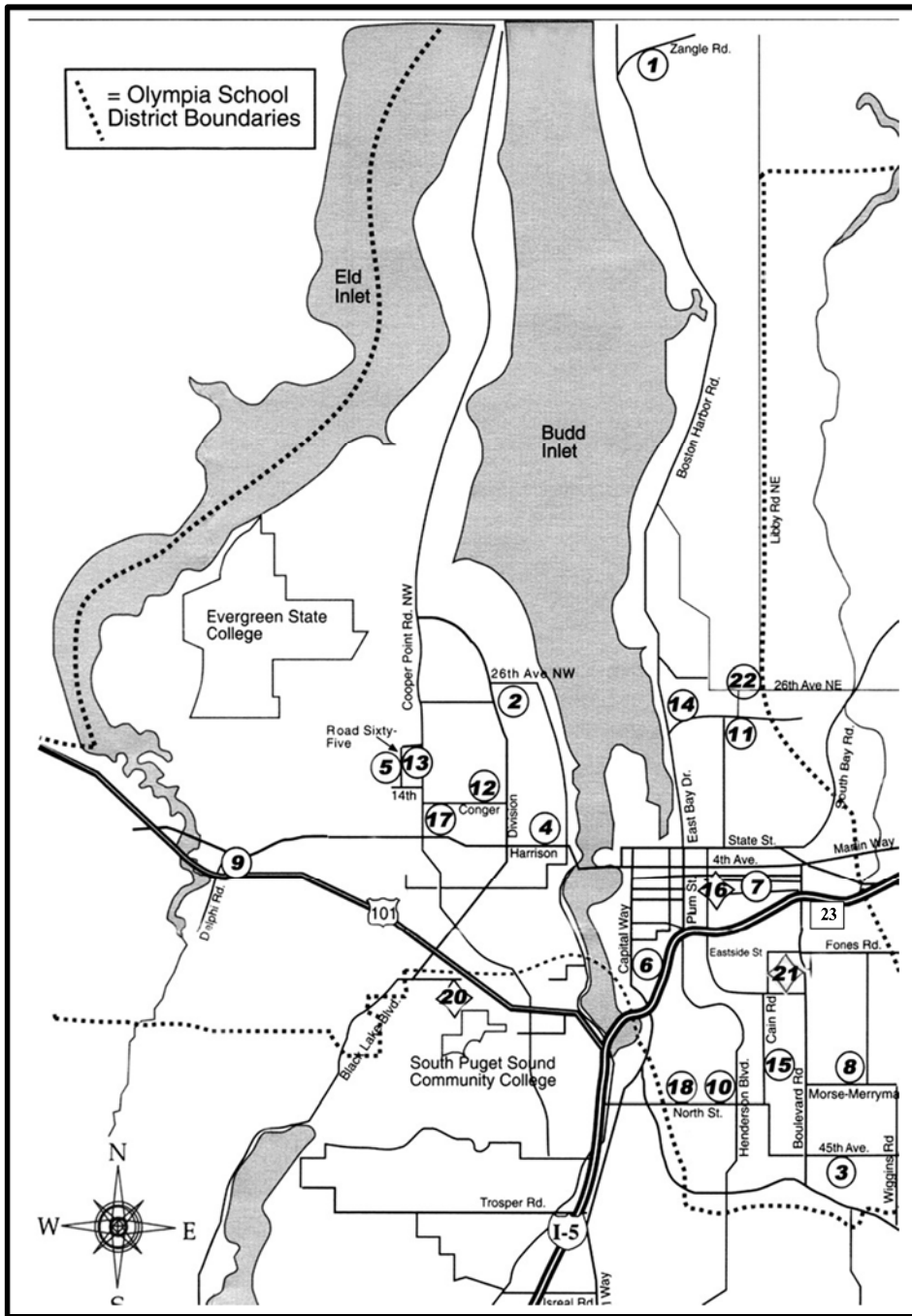
**Table A
Elementary School Capacities (Current Utilization Standard and Current Class Size)**

	HC = Headcount	September 2017 HC	K-5 Capacity if Preschool Centralized (Free-up Space)			K-5 Capacity if Preschool in Schools		
			Perm. Capacity	Portable Capacity	Total Capacity (including portables)	Perm. Capacity	Portable Capacity	Total Capacity (including portables)
Elementary Schools								
Boston Harbor	168		208	50	258	208	0	208
Brown, LP	386		424	50	474	424	50	474
Centennial	529		658	125	783	658	125	783
Garfield	358		533	66	599	483	66	549
Hansen	446		733	75	808	733	42	775
Lincoln	280		325	0	325	325	0	325
Madison	234		300	0	300	275	0	275
McKenny	352		474	100	574	449	100	549
McLane	303		624	50	674	624	25	649
Pioneer	441		649	0	649	649	0	649
Roosevelt	412		641	50	691	641	50	691
Totals	3,909		5,569	566	6,135	5,469	458	5,927
West Side Elementary Totals (BES, GES, HES, McLES)	1,493		2,639	241	2,880	2,589	183	2,772
East Side Elementary Totals (BHES, CES, LES, MES, McKES, PES, RES)	2,416		2,930	325	3,255	2,880	275	3,155

**Table B
Middle and High School Capacities (Current Utilization Standard and Current Class Size)**

		Building Capacities with 2017-2018 Program Utilization					Building Capacities with 2017-2018 Program Utilization					Building Capacities with 2017-2018 Program Utilization					Educational Program Policy Minimums - Maximum Capacity		
HC = Head- count	Septemb er 2017 HC	General Education					Special Education					Specific Supportive Activities					Perm. Capacity	Port. Capacity	Total Capacity (including portables)
		# of class- rooms	Perm. Capacity*	# of portables	Port. Capacity*	Total Capacity (including portables)	# of class- rooms	Perm. Capacity	# of portables	Port. Capacity	Total Capacity (including portables)	# of class- rooms	Perm. Capacity	# of portables	Port. Capacity	Gen Ed Capacity (including portables)			
Middle Schools																			
Jefferson	430	25	574	0	0	574	3	26	0	0	26	5	0	0	0	0	600	0	600
Marshall	384	22	505	0	0	505	2	10	0	0	10	3	0	0	0	0	515	0	515
Reeves	443	24	551	1	23	574	1	8	0	0	8	3	0	0	0	0	559	23	582
Washington	812	34	781	1	23	804	2	16	0	0	0	2	0	1	0	0	797	23	820
Totals	2,069	105	2,411	2	46	2,457	8	60	0	0	44	13	0	1	0	0	2,471	46	2,517
*Utilization Factor for middle schools = 80%																			
High Schools																			
Avanti	144	10	200	0	0	200	0	0	0	0	0	0	0	0	0	0	200	0	200
Capital	1,371	63	1,446	2	46	1,492	1	6	0	0	6	5	0	0	0	0	1,452	46	1,498
Olympia	1,772	72	1,653	7	161	1,814	2	12	3	24	36	0	0	0	0	0	1,665	185	1,850
Totals	3,287	145	3,300	9	207	3,506	3	18	3	24	42	5	0	0	0	0	3,318	231	3,548
*Utilization Factor for comprehensive high schools = 80%																			

Olympia School District Building Locations



Elementary Schools

1. Boston Harbor
2. L.P. Brown
3. Centennial
4. Garfield
5. Hansen
6. Lincoln
7. Madison
8. McKenny
9. McLane
10. Pioneer
11. Roosevelt

Middle Schools

12. Jefferson
13. Marshall
14. Reeves
15. Washington

High Schools

16. Avanti
17. Capital
18. Olympia

Other Facilities

19. New Market Voc. Skills Center
20. Transportation
21. Support Service Center
22. John Rogers
23. Olympia Regional Learning Academy

II. Forecast of Future Facility Needs: Olympia School District Enrollment Projections

The following enrollment projection summary was prepared by Dr. William 'Les' Kendrick. The district updates enrollment projections every five years; the following summary was prepared in 2015.

Summary Prepared by Demographer, Dr. Les Kendrick

Enrollment in the Olympia School District has trended up over the past three years. This is in sharp contrast to the relatively flat enrollment trend that was in place for much of the past decade. Over the past three years we have seen improvements in the local and regional real estate market, and the entering kindergarten classes have been larger as the bigger birth cohorts from 2007 to 2009 have become eligible for school. These trends have contributed to the recent net gains in enrollment. The question is, will these trends continue or do we expect a return to a flat or declining pattern over the next decade?

In a report completed in 2011, a demographer predicted Olympia would begin to see a general upward trend in enrollment between 2011 and 2025, due to larger birth cohorts entering the schools and projected population and housing growth within the District boundary area. For the most part this pattern has held true, though the official enrollment in October 2014 was approximately 150 students below the medium range projection completed in March 2011. The purpose of this report is to update the enrollment projections and extend them out to 2030.

The first part of this analysis provides a general narrative describing the recent enrollment and demographic trends with a discussion of what is likely to happen in the future. The next part of the analysis is divided into sections which highlight specific demographic trends and their effect on enrollment. Each section begins with a set of bulleted highlights which emphasize the important information and conclusions to keep in mind when viewing the accompanying charts and tables.

Following this discussion, the detailed forecasts by grade level for the district are included. This section provides a variety of alternative forecasts including low, medium, and high range options that emphasize the uncertainty we encounter when trying to predict the future. The medium range forecast is recommended at this time, though it is important to give at least some consideration to the low and high alternatives in order to determine what actions might be taken if enrollment were to trend close to these options.

The final section presents enrollment projections by school. These projections are balanced to the medium range district forecast and are designed to assist with facilities planning, boundary adjustments, or other matters that are relevant in school district planning.

Finally, it is worth noting that sometimes there will be unpredictable changes in the local or regional environment (dramatic changes in the economy, the housing market, or even natural disasters) that can lead to enrollment trends that diverge widely from the estimates presented here. For this reason, the district will update the long range projections periodically to take

advantage of new information; typically, a new update is prepared every 5 years.

Enrollment Trends – Past, Present, and Future

As noted in the introduction, enrollment in the Olympia School District has trended up in the past three years. Olympia's share of the county K-12 public school enrollment has also increased during this time period. Between 2000 and 2010 the district's share of the County K-12 enrollment declined from 24.3% in October 2000, to 22.7% by October 2010. The North Thurston and Yelm school districts saw big gains in their K-12 population between 2000 and 2010, consistent with their overall gain in the general population. Since 2010, however, Olympia's share of the K-12 public school market has increased to 23.1%.

Shifts and changes in school age populations over time are not unusual as housing development, local economic changes, and family preferences can lead to shifts and changes from year to year. Over the next decade, however, it is likely that most, if not all, of the school districts in the County will see some gain in their enrollment as the larger birth cohorts from recent years become eligible for school. Since 2007, Thurston County has seen an average of about 3000 births per year, with recent years trending even higher. This compares to an average of 2500 births a year that we saw between 1997 and 2006. As these larger birth cohorts have begun to reach school age (kids born in 2007 would be eligible for school in 2012) overall kindergarten enrollment in Thurston County has increased. In Olympia specifically, the 2014 kindergarten class was larger than any class from the previous 13 years.

Looking ahead, births are expected to continue to trend up some at least through 2025, with births in the county remaining above 3,000 for the foreseeable future. This trend is partly generational, as the grandchildren of the baby boomers reach school age, and partially due to a good State economy that continues to attract young adults who already have children or might be expected to have children in the future. The forecast from the State for Thurston County predicts that there will be more women in the population between the ages of 20 and 45 over the next decade than we have seen in the previous decade. As a result, we expect larger birth cohorts with accompanying gains in K-12 enrollment. This trend is also evident in the counties near Seattle (King, Pierce, Kitsap, and Snohomish). More births throughout the region mean that there will be more families with school-age children buying houses over the next decade.

In addition to birth trends, the real estate market is improving. According to a recently completed report by Mike McCormick, the Olympia School District saw a net gain of over 1,000 new single family units and over 600 multi-family units between 2009 and 2013. These numbers are substantially higher than results of the 2011 analysis.

New housing development typically brings more families with children into the district. According to the McCormick analysis, Olympia saw a gain of about 59 students for every 100 new single family homes that were built, and about 23 students for every 100 new multi-family units. These gains are in line with the averages seen in the Puget Sound area where there is typically an average gain of about 50 students per 100 new single family homes and 20-25 students for every 100 new multi-family units. These are averages, of course, and the numbers can vary widely across districts.

The McCormick results are also consistent with estimates from the Office of Financial Management (OFM) for the State of Washington. OFM reports that just under 1,800 housing units have been added to the district's housing stock since the 2010 Census (2010 to 2014). If this pace were to continue, the district would see over 4,000 units added to the housing stock between 2010 and 2020.

There are reasons to project that the pace of new home development could be even greater. The OSD tracking of current housing projects shows that there are just over 3200 units (approximately 1,700 single family units and 1,500 multi-family units) that are in various stages of planning. Some of the units have been recently completed and others are moving at a very slow pace, so it is difficult to predict how many will be completed by 2020.¹ Assuming complete build-out by 2020, this would add an additional 3,200 units to those already completed, resulting in a net gain of approximately 5,000 housing units between 2010 and 2020. This is reasonably close to the housing forecasts produced by the Thurston Regional Planning Council (TRPC), though the latter forecast also predicts that the average household size in Olympia will continue to drop over time, resulting in fewer residents per house (and perhaps fewer students per house as well). Since the 2015 analysis of new homes/units, 1 major potential housing development has been sold as a park and another potential housing development has been downsized. These changes will significantly decrease pressure on McKenny Elementary School, Washington Middle School and Olympia High School.

Housing estimates are one factor that can be used when predicting future enrollment. Information about housing developments that are currently in the pipeline (i.e., projects that we know are on the books) can be used to help us forecast enrollment over the next five to six year period. Beyond that point we either need housing forecasts (which are available from the TRPC) or more general estimates of population growth and even K- 12 population growth that we can use to help calibrate and refine our long range forecasts.

Addressing population growth specifically, various estimates suggest that the Olympia School District will grow at about the same rate as the overall county over the next ten to fifteen years. In addition, due to the larger birth cohorts referenced earlier, the Office of Financial Management (OFM) is predicting continued gains in the Age 5-19 population between now and 2030 in its medium range forecast for the County. Given the projected growth in housing and population, and the trends in births, the projections assume that enrollment in Olympia and the County will continue to grow between now and 2025 at a healthy pace, with a slowing growth trend between 2025 and 2030. The latter trend occurs because as we go out further, graduating 12th grade classes get larger (as the large kindergarten classes from recent years roll up through the grades). Between 2025 and 2030, some of the gains from the large kindergarten classes begin to be offset by the size of each year's exiting 12th grade class. In addition, the projections include a slight decline in the size of the birth cohorts that will be entering school during this time period.

There is, as always, some uncertainty in predicting the future. The hardest factor to predict is the net gain or loss in the population that occurs from people moving into or out of an area. These

¹ This includes only those projects that are not yet complete or were recently completed in 2014.

changes, referred to as “migration”, can shift due to changes in the local, regional or State economy. In addition, large shifts in the military population in an area can also lead to unexpected changes in migration.

As a result of this uncertainty alternative forecasts were developed. First, a series of forecasts, using different methods, were produced; these lend support to the medium range option recommended in the final section. And, in addition to the final medium range forecast, low and high alternatives that show what might happen if housing and population growth (especially K-12 population growth) were to be lower or higher than what assumed in the medium model. Accumulated over time, these differences show alternative scenarios for future enrollment. Although the medium range forecast is consistent with our expectations about births, population, and housing development, it is important to consider the low and high alternatives, since the unexpected does sometimes happen.

It should also be noted that the recommended forecast in this report is somewhat lower than the recommended forecast from 2011. This reflects the fact that the current birth forecasts, while still predicting gains compared to the previous decade, are lower than the forecasts from 2011. This difference reflects recent changes in fertility rates (the number of children born to women in their child-bearing years) and updated forecasts of the female population for Thurston County that were completed after 2011. It also reflects the latest kindergarten trends which show Olympia enrolling a smaller proportion of the County kindergarten population.

The current forecast also takes account of the latest forecast of the Thurston County population by age group, obtained from the Office of Financial Management (OFM). As a result of this information and the data on births and kindergarten enrollment, the present forecast is lower than the one completed in 2011.

Final Forecasts by Grade

A final low, medium, and high range forecast by grade level was produced for the district. The medium forecast is recommended at this time.

- **Medium Range Forecast:** This forecast assumes the addition of approximately 476 new housing units annually and population growth of about 1.3% a year between now and 2030. It also assumes some overall growth in the school age population based on the expected rise in births and the forecast of the Age 5-19 County population (OFM Medium Range Forecast).
- **Low Range Forecast:** This forecast assumes that the K-12 population will grow at a rate that is about 1% less on an annual basis than the growth projected in the medium range forecast.
- **High Range Forecast:** This forecast assumes that the K-12 population will grow at a rate that is about 1% more on an annual basis than the growth projected in the medium range forecast.

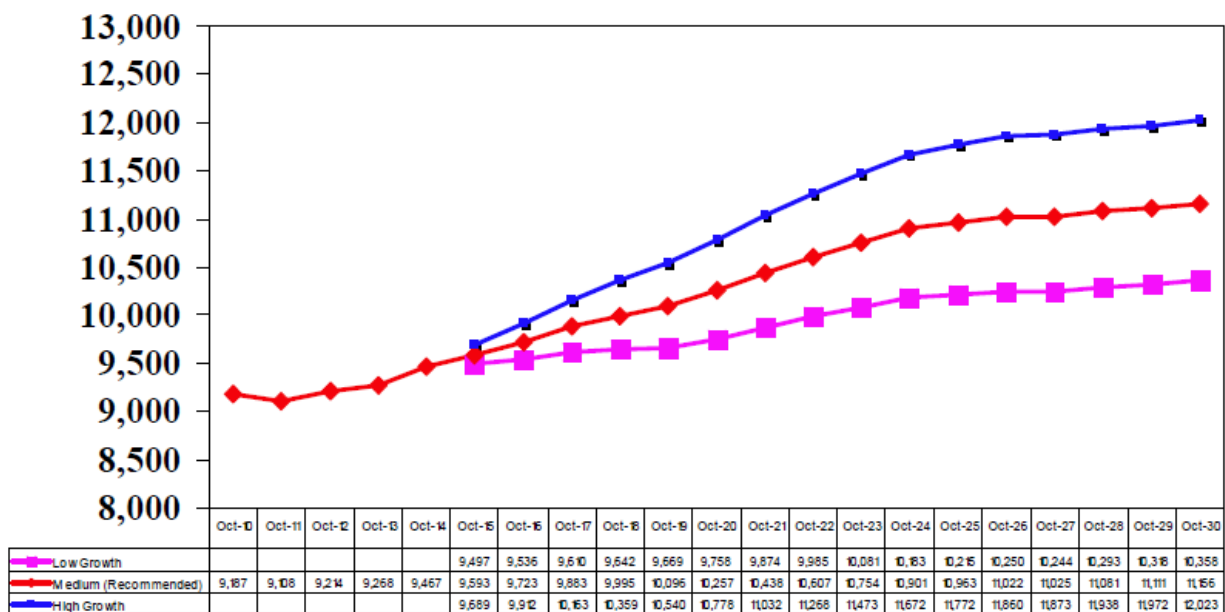
Considerations regarding the Forecast

Although multiple models lend credibility to our medium range forecast, there is always a possibility that our forecast of future trends (births, population, and housing) could turn out to be wrong. This is the reason for the low and high alternatives.

There are several key indicators to keep in mind when looking at future enrollment trends. These indicators are helpful for knowing when enrollment might start trending higher or lower than expected.

- Births – If births between 2015 and 2025 are higher or lower than our present forecasts, we can expect a corresponding increase or decrease in the overall enrollment.
- Also, it is useful to track the district’s share of the county kindergarten enrollment. If it continues to decline as in recent years, or trends up more dramatically, this too will have a corresponding effect on long term enrollment growth.
- Migration – There has been a lot of discussion in recent years of young families opting for a more urban lifestyle in cities. This is certainly true of recent trends in Seattle where the K-12 enrollment has gone up dramatically as the number of families opting to stay in the City and attend city schools has increased. Similar trends can also be seen in the Bellevue School District. In Olympia, one should take note if there is more enrollment growth in the more urban areas of the district or, alternatively, less growth in outlying districts like Yelm that saw tremendous population and housing growth between the 2000 and 2010 Census. These trends, if present, might indicate that enrollment will trend higher than we are predicting in our medium range model.

Graph A: Low, Medium, and High Range Forecasts 2015-2030



Graph A is based on Birth Trends and Forecasts, Grade-to-Grade growth and an adjustment for projected future changes in housing growth and growth in the Age 5-19 population.

The table below displays the 10-year enrollment forecast, by grade level.

Table C

Grade	Oct '14	Oct '15	Oct '16	Oct '17	Oct '18	Oct '19	Oct '20	Oct '21	Oct '22	Oct '23	Oct '24	Oct '25
K		634	656	658	669	661	671	716	722	727	733	704
1		710	673	697	699	711	702	712	760	766	772	777
2		688	728	689	714	715	728	718	728	778	784	790
3		727	703	743	704	729	731	743	733	743	794	800
4		700	746	722	763	723	748	750	762	752	762	814
5		723	722	769	744	786	745	770	772	785	774	785
6		686	715	713	760	735	777	738	763	764	777	767
7		701	708	738	737	785	759	804	764	790	791	804
8		672	714	721	752	750	799	775	821	779	806	807
9		884	833	885	894	931	929	992	961	1,019	967	1,000
10		878	889	837	889	898	935	936	999	968	1,026	974
11		782	845	855	806	856	864	902	902	963	934	898
12		807	792	856	867	816	867	882	921	921	983	953
Total	9,467	9,593	9,723	9,883	9,995	10,096	10,257	10,438	10,607	10,754	10,901	10,963
Change		126	130	161	112	101	160	181	170	147	147	62
% of Change		1.33%	1.36%	1.66%	1.13%	1.01%	1.58%	1.76%	1.63%	1.39%	1.37%	0.57%

Chart 1 depicts the number of new students expected at the elementary level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 567 elementary-age students.

Chart 1: Elementary School Cumulative Enrollment Change; Low, Medium and High Projections

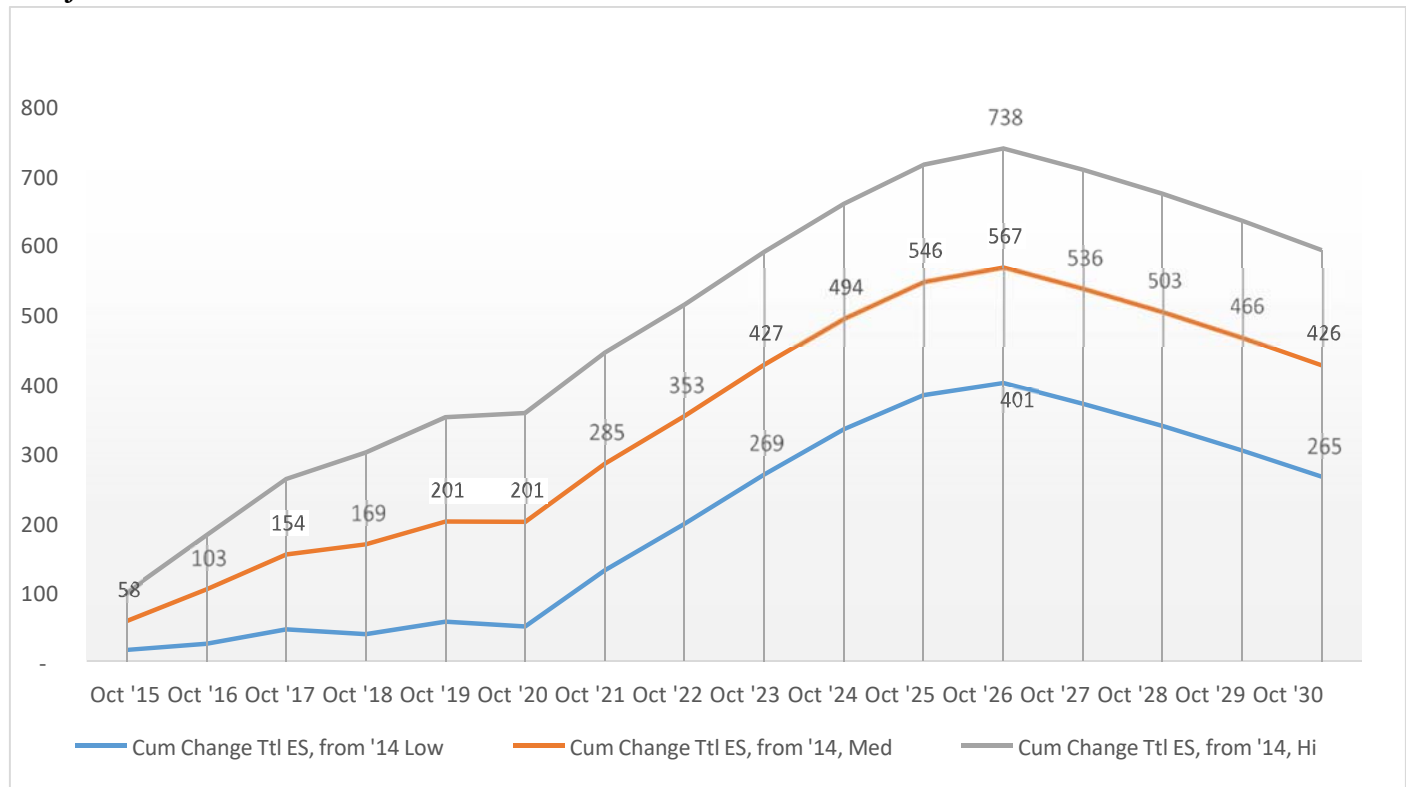


Chart 2 depicts the number of new students expected at the middle school level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 322 middle school-age students.

Chart 2: Middle School Cumulative Enrollment Change; Low, Medium and High Projections

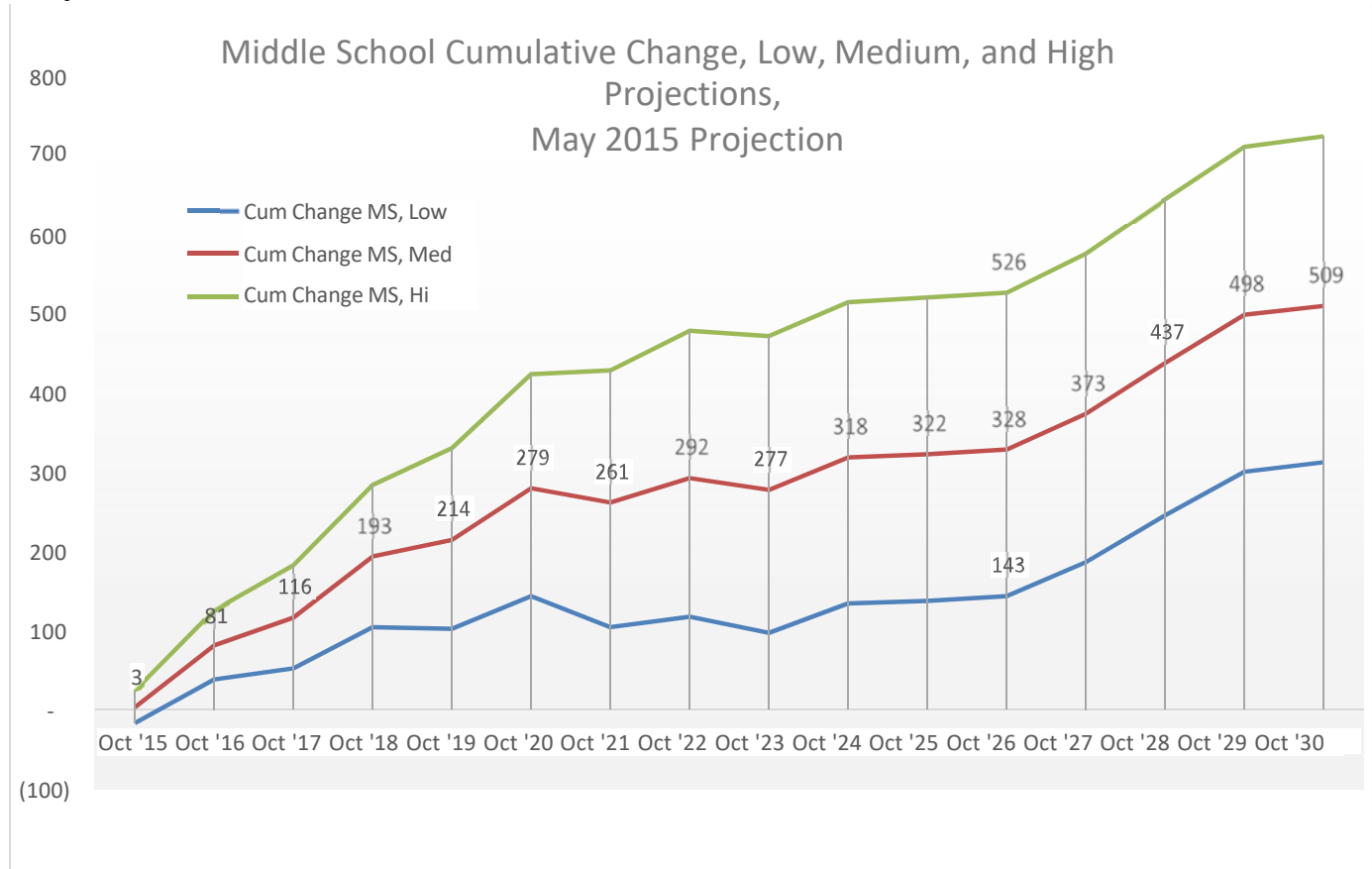
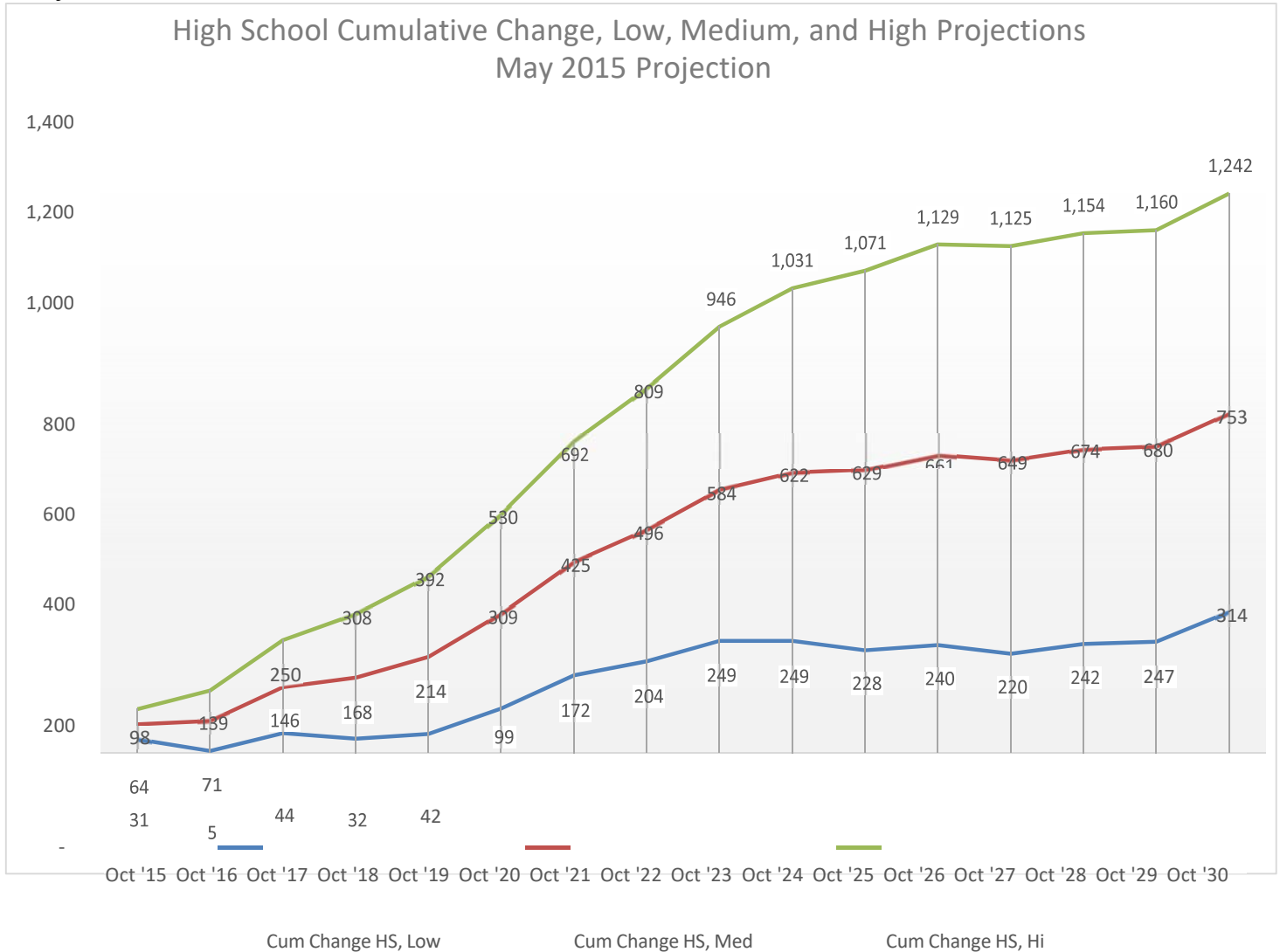


Chart 3 depicts the number of new students expected at the high school level for each of the 3 enrollment projections: low, medium and high. Based on the medium projection, in 10 years the district will need to be housing an additional 629 high school-age students.

Chart 3: High School Cumulative Enrollment Change; Low, Medium and High Projections



School Forecasts

Forecasts were also created for schools. This involved allocating the district medium range projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast. First, housing development information by service area, provided by the Olympia School District, was used to forecast school enrollments between 2015 and 2020. (See next section for Student Generation Rate study results.) The average enrollment trends by grade were extrapolated into the future for each school. The numbers were then adjusted to account for additional growth or change due to new home construction. For the period between 2020 and 2030 adjustments to the school trends were based on housing forecasts by service area obtained from the Thurston Regional Planning Council.

For secondary schools, the entry grade enrollment forecasts (grade 6 and 9) were based on enrollment trends and housing, as well as estimates of how students feed from elementary into middle school and middle into high school. For alternative schools and programs it was assumed that their share of future enrollment would be consistent with recent trends. This means that ORLA, for example, would increase its enrollment over time, consistent with the overall growth in the district's enrollment.

In all cases, the final numbers were balanced to the district medium projection which is assumed to be most accurate. This analysis by school allows the district to look at differential growth rates for different parts of the district and plan accordingly. Summary projections by school are provided on the following page.

Although the school projections are carried out to 2030, it is very likely that changes in demographics, program adjustments, and even district policy changes will lead to strong deviations from the projected numbers that far out. Because school service area projections are based on small numbers (30-50 per grade level in some cases) they are subject to greater distortion than district-level projections (especially over a longer range time period) and higher error rates. Estimates beyond five years should be used with caution.

Instead of focusing on the exact projection number for the period between 2020 and 2030, it is recommended that the focus be on the comparative general trend for each school. Is it going up more severely than other schools, down more severely, or staying about the same over time during this time frame?

Table D: Projection Summary by School (October Headcount 2015-2030) Medium Range Forecast

Medium Projections																
School	Oct'15	Oct'16	Oct'17	Oct'18	Oct'19	Oct'20	Oct'21	Oct'22	Oct'23	Oct'24	Oct'25	Oct'26	Oct'27	Oct'28	Oct'29	Oct'30
Boston Harbor	130	122	117	115	122	122	125	129	133	136	139	141	140	139	138	137
Centennial	526	525	519	516	528	530	540	544	550	555	560	562	557	553	549	544
Garfield	327	332	332	335	333	336	343	350	357	363	367	367	365	362	359	356
Hansen	485	491	497	500	492	498	508	508	509	512	513	512	507	503	500	495
Lincoln	300	293	293	302	308	310	316	322	328	334	338	339	337	335	333	330
LPBrown	301	319	330	329	329	324	330	335	340	345	349	353	354	353	352	350
Madison	271	289	298	293	296	281	286	290	294	298	301	303	300	298	296	293
McKenny	361	359	370	370	368	372	379	401	422	439	453	457	454	448	442	437
McLane	351	371	367	381	392	396	404	401	400	401	400	399	396	393	390	386
Pioneer	459	465	481	491	498	504	513	510	510	510	510	509	503	499	494	489
Roosevelt	406	399	410	401	400	394	402	419	434	447	457	465	466	464	462	459
Jefferson	402	375	367	383	414	434	429	426	421	428	430	432	443	456	468	472
Marshall	387	384	387	408	428	422	430	428	431	433	426	420	420	425	430	429
Reeves	391	402	420	443	437	476	452	465	445	456	462	470	485	504	522	528
Washington	760	831	850	859	836	844	847	867	877	894	897	899	916	939	960	962
AHS	144	149	142	151	151	155	163	169	168	173	172	175	173	175	175	177
CHS	1,350	1,400	1,459	1,435	1,430	1,452	1,462	1,523	1,581	1,585	1,594	1,589	1,583	1,587	1,579	1,598
OHS	1,802	1,755	1,754	1,772	1,809	1,869	1,963	1,965	1,992	2,023	2,019	2,054	2,050	2,069	2,082	2,131
ORLA	265	266	269	271	273	276	280	284	288	292	295	296	296	297	298	299
ORLAB	175	198	221	239	252	262	266	270	275	278	280	281	281	282	283	284
	9,593	9,723	9,883	9,995	10,096	10,257	10,438	10,607	10,754	10,901	10,963	11,022	11,025	11,081	11,111	11,156

Note: Numbers may not add to exact totals due to rounding

Student Generation Rates Used to Generate School Forecasts and Calculate Impact Fees

Enrollment forecasts for each school involved allocating the district medium projection to schools based on assumptions of differing growth rates in different service areas. Two sources of information were used for this forecast of student data. First, housing development information by service area, provided by the City and County. Second, student generation rates are based on City and County permits and OSD in-district enrollment data, 2009-2013³. The student generation rates are applied to future housing development information to identify where the growth will occur.

The process of creating the student generation rates involved comparing the addresses of all students with the addresses of each residential development in the prior 5 completed years. Those which matched were aggregated to show the number of students in each of the grade groupings for each type of residential development. A total of 1,051 single family residential units were counted between 2009 and 2013 within the school district boundary. There are a total of 624 students from these units. A total of 632 multiple family units were counted. There are 148 students associated with these units.⁴

Based on this information, the resulting student generation rates are as follows:

Student Generation Rates

(Olympia only, not including Griffin; based on cumulative file 2009-2013 permits)

	Single-Family	Multi-Family
Elementary Schools (K-5)	0.309	0.119
Middle Schools (6-8)	0.127	0.059
High Schools (9-12)	0.158	0.057
Total	0.594	0.234
Change from August 2013 Study ⁵	15% Increase	11% Increase

Based on this data, the district enrolls about 59 students for every 100 single family homes permitted over a five-year period. The rate is highest in the most mature developments. The rates are lowest in the most recent years because it is likely that the district has not yet seen all the students.

Again using the above data, the district enrolls about 23 students for every 100 multi-family units, but the rate varies considerably from year to year (most likely due to the type of development- rental, condo, townhome, and the number of bedrooms of each). Utilizing the five-year average is probably best practice because it includes enough units and types to provide a reliable measure of growth from multi-family homes.

³ Student generation rate study was conducted by Mike McCormick, February 2015.

⁴ McCormick, February 2015.

⁵ August 2013 results were an average of 0.516 for single family homes and 0.212 for multi-family homes.

Class Size Reduction Assumptions

Elementary School

Elementary school class size represents a major set of assumptions to project adequacy of classroom space. As of July 2015, the state Legislature delayed implementation of Initiative 1351 by four years. However, the Legislature also reduced class size in kindergarten through the third grade by enacting ESHB 2242 in 2017. The Legislature did not decrease class size in grades 4 and 5.

One additional nuance to the class size planning effort is that the text of I-1351 and the Legislative implementation guidance includes specialist teachers in the calculation of class size. Therefore, to reach a K-3 class size of 17, a school district will meet requirements by pairing 1.1 teachers (1 full-time classroom and .05 PE and .05 music) with 19 students. All projections in this document assume that specialist teachers are contributing to the class size accountability tests.

The Legislature has universally funded full day kindergarten (FDK) since fall 2016. Therefore, full day kindergarten (FDK) is also a major factor to the classroom space equation.

An additional assumption in this analysis is that all computer labs will be disbanded and replaced with mobile computer labs. This conserves several classrooms across the district and is consistent with best-resource practices.

Middle School

Analysis of the need for new classrooms is based the following assumptions:

- The district will continue to fund 1 teacher per 28 students. (The state funds 6th grade at a class size of 1 teacher per 27 students and 7th and 8th grade 1 teacher per 28.53 students.)
- The district will build classrooms to accommodate 30-32 students so as to ensure viability over the 30-year life of new construction and flexibility regardless of shifts in funding and class offerings.
- The district will assume that each classroom is “empty” for 1 period per day the teacher can plan with his/her equipment rather than be forced to plan away from the classroom because the space is used for another classroom offering. (80% utilization rate.)
- For any major project, the district will maximize classrooms in order to accommodate potential class size reduction at grades 6-8. However, the district will not undertake a construction project for the sole reason of reducing class size; legislative policy is unpredictable and actions thus far indicate minimal commitment to secondary-grade class size reduction.

High School

Analysis of the need for new classrooms is based the following assumptions:

- The district will continue to fund 1 teacher per 28 students; an enhanced formula over the state allocation of 1 teacher for every 28.7 students.
- The district will build classrooms to accommodate 30-32 students so as to ensure viability over the 30-year life of new construction and flexibility regardless of shifts in funding and

class offerings.

- The district will meet or exceed the state requirement that students obtain 3 laboratory science credits (instead of the historical 2 credits), and therefore construct enough science labs to serve students for three of their four high school years.
- The district will raise retention rates toward graduation.
- The district will assume that each classroom is “empty” for 1 period so that the teacher can plan with his/her equipment rather than be forced to plan away from the classroom because the space is used for another classroom offering. (80% utilization rate.)
- For any major project, the district will maximize classrooms in order to accommodate potential class size reduction at grades 9-12. However, the district will not undertake a construction project for the sole reason of reducing class size; legislative policy is unpredictable and actions thus far indicate minimal commitment to secondary-grade class size reduction.

Need for New Classrooms

In summary, the combination of enrollment projections (based on updated student generation rates and developments underway) and class size reduction, the district will need new classroom seats or student classroom capacity.

Elementary

Chart 4 on the next page depicts that, if class size is reduced to 19 students per classrooms (17 students per teacher), all grades K-5, the district will have an immediate need for additional classrooms. The seating capacity deficit, based on the medium projection totals 415 students by October 2020.

Chart 5 depicts that if class size is reduced to 19 students per classroom (17 students per teacher) for grades K-3 only (grades 4-5 remain at traditional levels), and the district builds 5 mini-buildings of 10 classrooms each, the district has adequate capacity at the elementary level through 2030. This is the class size scenario enacted by the Legislature in House Bill 2242 on June 30, 2017 (six months after construction of the 5 the mini-buildings was undertaken).

Chart 4: Seating Capacity by Year for Elementary Schools, Historical Class Size

Chart 4

2242 Class Size

ELEMENTARY SCHOOL CAPACITY AFTER ENROLLMENT INCREASE FOR LOW, MEDIUM, AND HIGH PROJECTION; CURRENT PORTABLES; CURRENT PRESCHOOL; COMPUTER LABS CONVERTED; K-3 CLASS SIZE AT 19 (17 INCL. SPECIALISTS); MAY 2015 PROJECTION

Oct '15 Oct '16 Oct '17 Oct '18 Oct '19 Oct '20 Oct '21 Oct '22 Oct '23 Oct '24 Oct '25 Oct '26 Oct '27 Oct '28 Oct '29 Oct '30

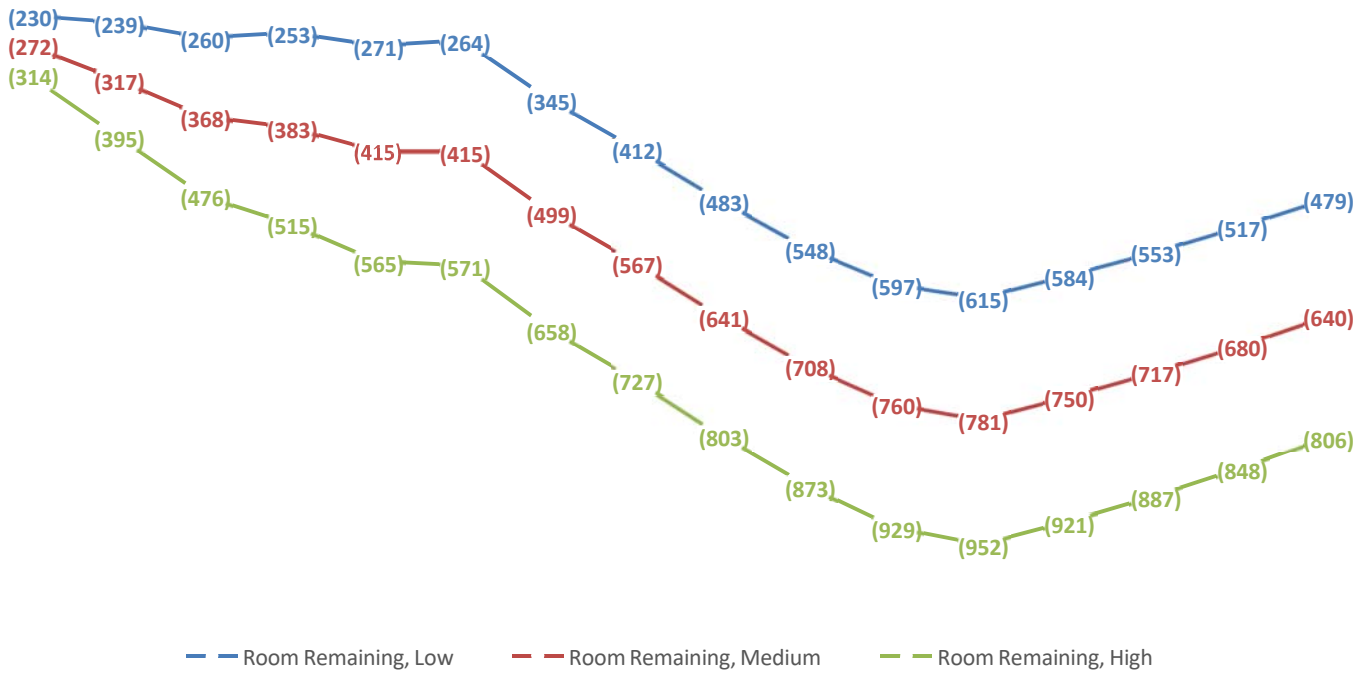


Chart 5: Seating Capacity by Year for Elementary Schools, HB

Chart 5

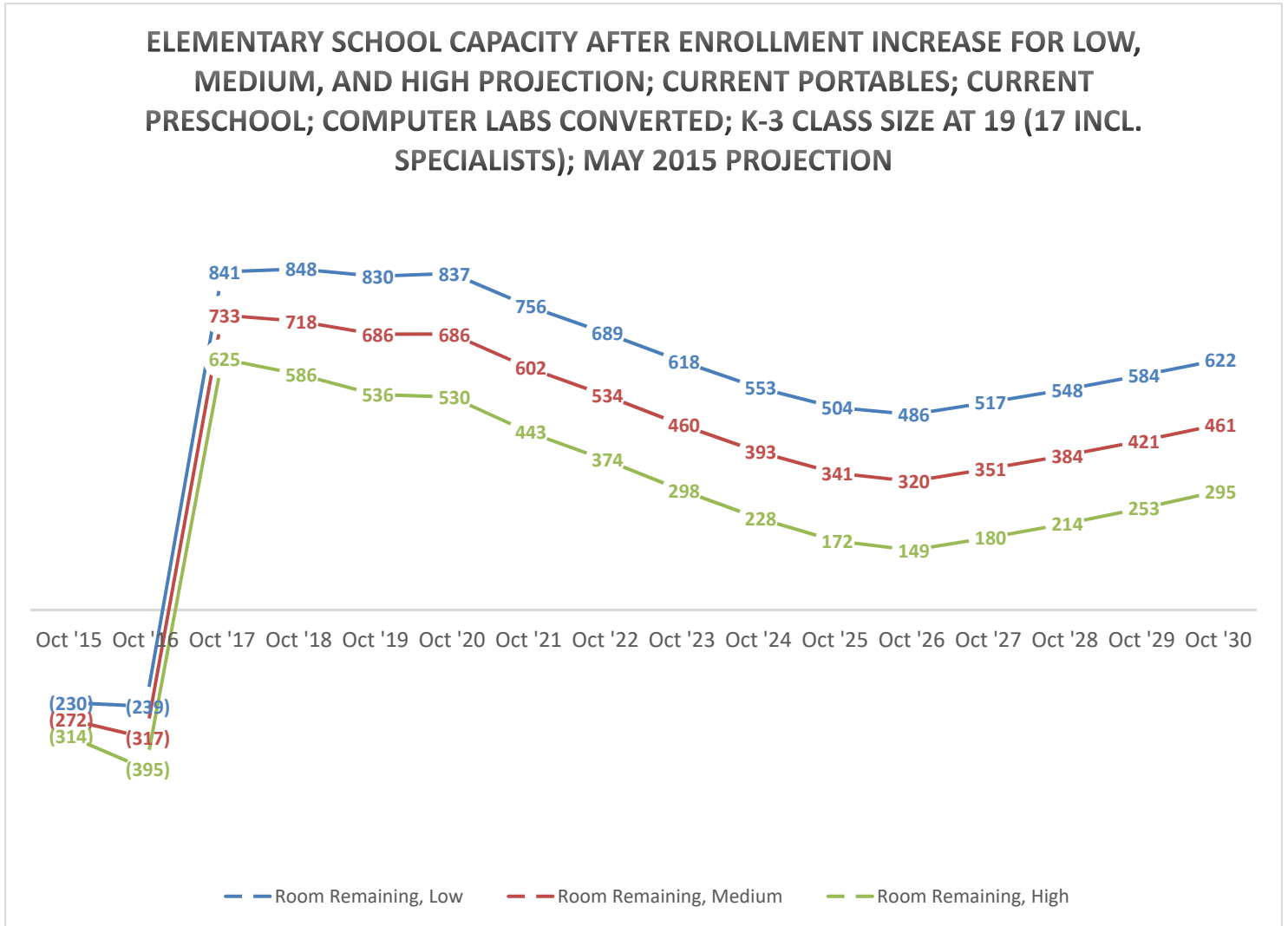


Chart 6: Seating Capacity by Year by Middle School

At the middle school level, seating capacity is sufficient at 3 of 4 middle schools. The deficit at Washington Middle School is highly dependent on development of two housing complexes: Bentrige and Ashton Woods. Enrollment is being watched carefully for impact of new housing developments and out-of-district enrollment.

Chart 6

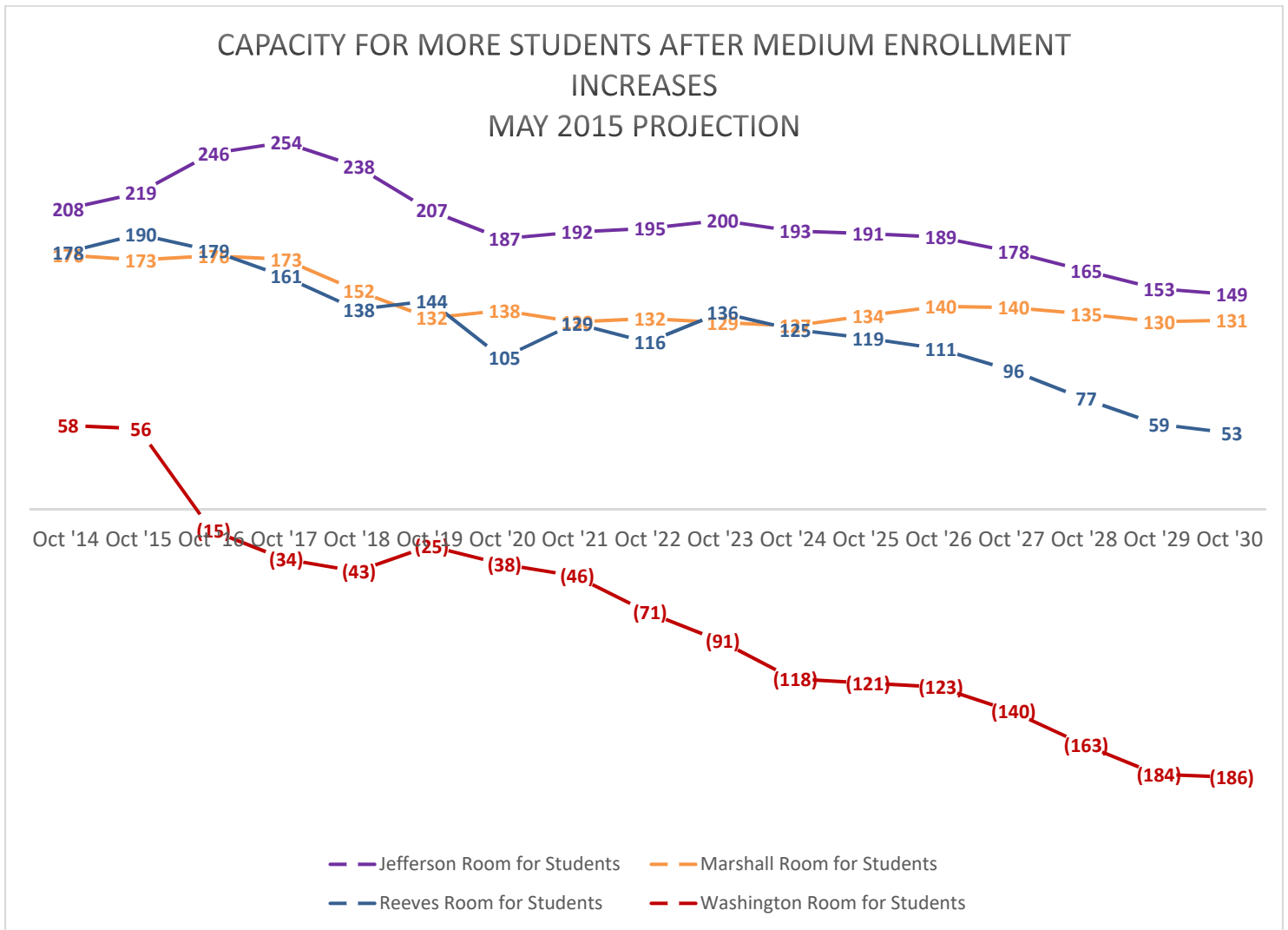
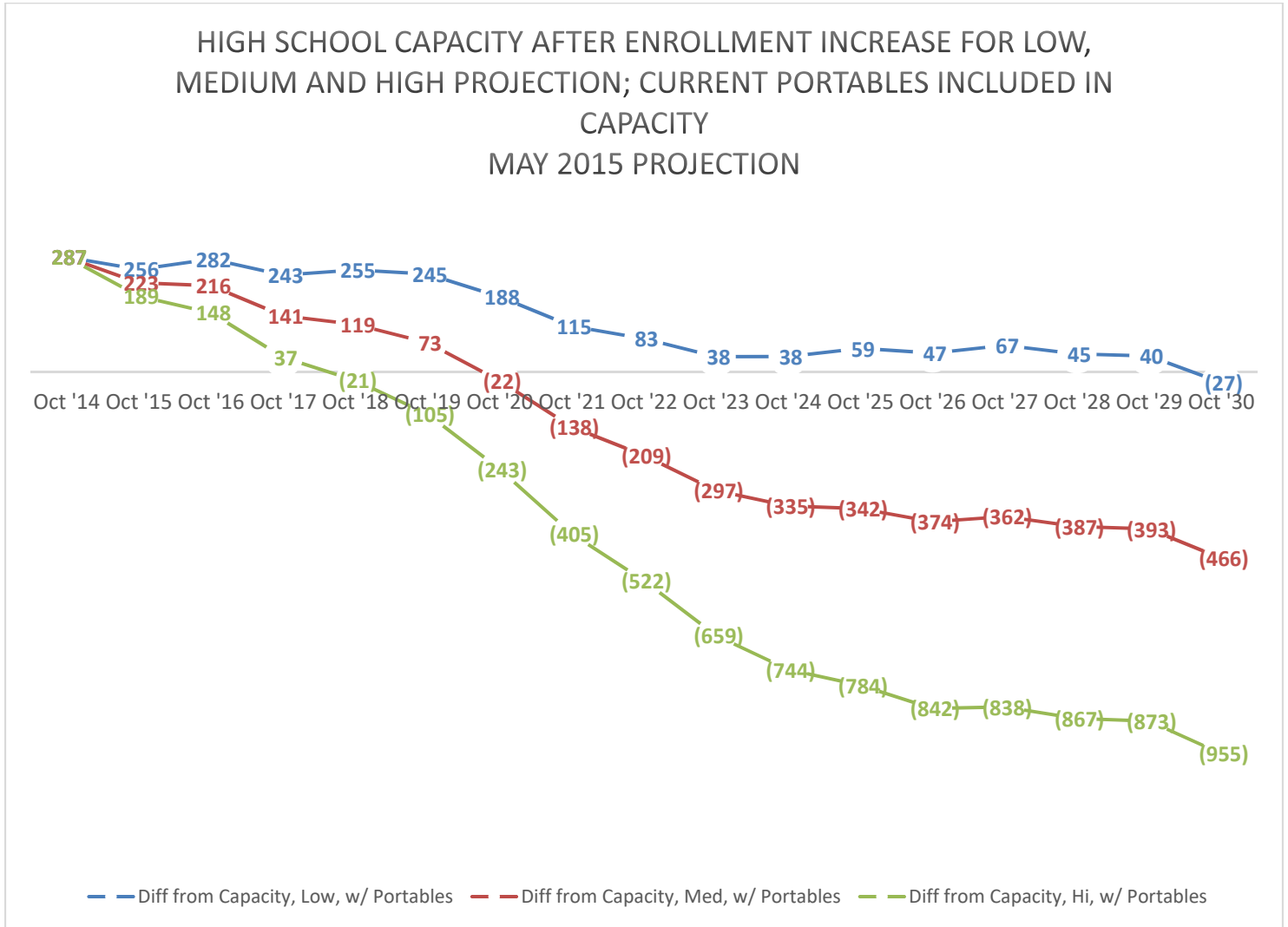


Chart 7: Seating Capacity by Year by High School

At the high school level, seating capacity is sufficient through October 2020 at Olympia High School and sufficient through October 2023 at Capital High School.

Chart 7



III. Six-Year Facilities and Construction Plan

History and Background

In September of 2010 Olympia School District initiated a Long Range Facilities Master Planning endeavor to look 15 years ahead at trends in education for the 21st century, conditions of district facilities, projected enrollment growth, utilization of current schools and the capacity of the district to meet these future needs. The 15 year planning horizon enabled the district to take a broad view of the needs of the community, what the district is doing well, the challenges the district should anticipate and some solutions to get started on.

The Planning Advisory Committee (PAC), consisting of parents and interested community citizens, was convened in October of 2010 and met regularly through July 2011. They made their presentation of development recommendations to the Olympia School Board on August 8th, 2011.

2011 Master Plan Recommendations

The following master plan development recommendations were identified to best meet needs over the first half of the 15 year planning horizon:

- Build a New Centennial Elementary/Intermediate School on the Muirhead Property.
- Renovate Garfield ES and build a new gym due to deteriorating conditions. (Completed)
- Full Modernization of three “Prototype” Schools; Centennial, McLane & Roosevelt ES.
- Build a New Facility for Olympia Regional Learning Academy (ORLA). (Completed)
- Expand Avanti High School into the entire Knox Building, relocate District Administration.
- Replace 10 portables at Olympia HS with a Permanent Building.
- Capital HS renovation of components not remodeled to date and Improvements to support Advanced Programs.
- Remodel a portion of Jefferson MS to support the new Advanced Middle School. (Completed)
- Small works and minor repairs for remaining schools. (Substantially Completed)

Each of these development recommendations represent single or multiple projects that bundled together would constitute a capital bond package. In 2012 voters approved a capital bond package for the first Phase of the Master Plan.

In 2015 the district undertook an update to the 2011 Master Plan in order to more thoroughly plan for Phase II.

2015 Planning for Phase II of Master Plan

The district formed a citizen’s Facilities Advisory Committee (FAC). Sixteen members of the community devoted time over 6 months to review enrollment projections and plan for enrollment growth, review field condition studies, review and score small works project requests, and ultimately make recommendations for the next phase of construction and small works.

The district contracted with experts for several updates:

- An analysis of play field conditions to determine how to ensure safe play by students and the community.
- Enrollment projections (discussed previously).
- Seismic analysis of each school to ensure that any needed seismic upgrades were built into the construction plan.
- A Site Study and Survey update for each school, a state-required analysis of major mechanical systems.

District staff analyzed space utilization and readiness for class size reduction.

In addition, school administrators generated a Facilities Condition Assessment which comprised items that each administrator felt must be addressed at their school. These items were analyzed to eliminate duplicates, identify items that were maintenance requirements (not new construction), and bundle items that were associated with a major remodel of the facility. Remaining items totaled about 120 small works items. These items analyzed for scope and cost, and were then scored using a rubric to rank urgency for investment. (The scoring rubric rates the condition, consequence of not addressing, educational impact of not addressing, and impact on capacity of the facility.) Finally, the Facilities Advisory Committee ranked each item on a 1-3 scale (1-most important for investment).

The following describes the administrative recommendations which are largely based on the recommendations of the FAC. Where the administration recommendation varies from the FAC recommendation, this variation is noted.

Overview of Phase II Master Plan Update Recommendations (2015) (Recommendations are updated for 2016 changes to mini-building plans.)

1. Do not construct an Intermediate School adjacent to Centennial Elementary School.
2. Complete renovation of the remaining 26 year-old 3 Prototype Schools: Centennial, McLane and Roosevelt Elementary Schools. (Garfield renovation is completed.)
3. Reduce class size and accommodate enrollment growth by expanding the number of elementary classrooms across the school district with permanently constructed mini-buildings on the grounds of current schools (sometimes referred to as pods of classrooms).
4. Build a new building on the Olympia High School grounds to reduce reliance on portables and accommodate enrollment growth.
5. Renovate portions of Capital High School not previously renovated.
6. Build a sufficient theater for Capital High School.
7. Expand Avanti High School to create an alternative arts-based school and relieve enrollment pressure from Olympia and Capital High Schools. This requires moving the district administration office to another site.
8. Renovate playfields to improve safety and playability.
9. Invest in electronic key systems to limit access to schools and instigate lockdowns.
10. Address critical small works and HVAC or energy-improvement projects.

1. Do Not Construct an Intermediate School Adjacent to Centennial ES

In 2011 the Master Plan included a new school built on the Muirhead property. The

recommendation was based on projected enrollment on the Eastside that would compromise the education quality. At this time, the school is NOT recommended for construction. Two factors contribute to the updated recommendation. First, enrollment growth as proceed more slowly than projected. Two housing developments on the Eastside are delayed for construction, one is scaled down in size, and one may not proceed at all. Second, based on a species listing as Endangered on by the U.S. Fish and Wildlife Department, the district must develop a Habitat Conservation Plan (HCP) to mitigate the negative impact on the pocket gopher as a result of construction. The HCP is reliant on a larger county-wide effort to identify mitigation options. The district continues to make progress to gain approval by the U.S. Fish and Wildlife Department to construct on the site.

The delay due to a need for an HCP is fortuitous, as enrollment patterns do not warrant building of the school at this time.

The Muirhead land must likely be used for a school in the upcoming decades, and will be preserved for this purpose. However, in the meantime, the land can be used for its original purpose—agriculture. The districts farm-to-table program is housed on this site and will remain here for the near future.

Voters approved the resources for this construction in 2012. The resources have been retained and set-aside. The district will request voter approval on an updated construction request, and if approved, will devote the resources to Phase II of the Master Plan accordingly.

2. Complete the Remodel of Prototype Schools: Centennial, Garfield, McLane & Roosevelt Elementary School Modernizations (*Garfield was completed in 2014*)

The four “prototype” schools built in the late 1980’s have some of the worst building condition ratings in the District. The 2009 facility condition survey and interviews with leaders of the schools identified problems with heating and cooling, inconsistent technology, poor air quality, parking and drop off/pick up issues, poor drainage in the playfields, security at the front door and the multiple other entries, movable walls between classrooms that don't work, a shortage of office space for specialists, teacher meeting space that is used for instruction, security at the perimeter of the site, storage and crowded circulation through the school. We have also learned about the frequent use of the pod's shared area outside the classrooms; while it’s heavily used, there isn't quiet space for small group or individual activities. These schools also lack a stage in the multipurpose room. The 2010 Capital Levy made improvements to some of these conditions, but a comprehensive modernization of these schools is required to extend their useful life another 20-30 years and make improvements to meet contemporary educational needs.

The 2011 Master Plan proposed a comprehensive modernization of Garfield, Centennial, McLane and Roosevelt Elementary Schools to improve all of these conditions. The renovation of Garfield is now complete. The intent of the remaining projects is to do so as much as is feasible within the footprint of the school; the buildings are not well configured for additions. The exterior finishes of the schools will be refurbished; exterior windows and doors replaced as needed. Interior spaces will be reconfigured to enhance security, efficiency and meet a greater range of diverse needs than when the schools were first designed. Major building systems will be replaced and updated. Site improvements would also be made.

The modernization and replacement projects should also consider aspects of the future educational vision outlined in the master plan, such as these:

- Accommodate more collaborative hands on projects, so children learn how to work in teams and respect others,
- Work with personal mobile technology that individualizes their learning,
- Creating settings for students to work independently,
- Meeting the needs of a diverse range of learning styles and abilities,
- Places for students to make presentations and display their work,
- Teacher planning and collaboration,
- Fostering media literacy among students and teachers,
- Make the building more conducive to community use, while reducing the impact on education and security, and
- Support for music/art/science.

3. Invest in New Classrooms to Reduce Class Size and Respond to Enrollment Growth

The Washington State Legislature has now reduced K-3 class size by about 30%, from 23 students to 17 students. Class sizes of other grade levels have not been decreased, but some special programs have been decreased: Career and Technical Education (CTE) courses and for laboratory sciences. The largest impact will be on elementary schools of course; but middle and high schools will have increased need for classrooms (science laboratories and CTE) as a result of the changes.

Table E displays the changing outlook of classroom surplus and deficit based on legislative changes.

Table E

	A	B	C
	Historical K-5 Class Size	I-1351 and 2014 Legislative Intent (Basis for Mini-Buildings Construction)	Enacted HB 2242 with Final Class Size and Addition of Mini-Buildings
Elementary Classroom Capacity, No Portables	4,638	3,453 to 4,097 (depending on assumptions re: High Poverty Class Size)	5,489
Projected Elementary Students in 2025	4,670	4,670	4,670
Classroom Capacity Surplus/Deficit	1.5 classroom deficit	27 to 57 classroom deficit	39 classroom surplus

As the district considered options to respond to the deficit driven by Initiative 1351 and expressed Legislative intent, there were three main options: 1) Add portables to school grounds; 2) Build a new elementary school and change all boundaries to pull students into the new school and reduce enrollment at all other schools (only Boston Harbor boundaries would be unchanged); 3) Add mini-buildings of classrooms at schools across the school district. Table F on the following page displays on the following page displays the pros and cons of each of these options.

Table F: Benefits and Drawbacks of Investments in Portables, a New Building, or Mini-buildings

Table F (Green identifies a benefit of the option; orange identifies a concern of the option.)

Portable	New Building	Mini-Buildings or Pod of Classrooms
Land Intensive: Requires more vacant land + land for corridors between portables at each school site (corridor land)	Requires vacant land near center of district	Requires vacant land OR must replace portables and build enough classrooms to both replace portables and expand capacity, BUT at 2 stories are space efficient and requires less “corridor” land than portables
Cheapest option	Most expensive (\$35 million plus cost of land)	Less expensive than a new school because not buying new land
Can be distributed across the district, does not require boundary revisions	Requires re-drawing most boundaries	Can be distributed across the district, does not require boundary revisions
Least attractive	New building can be designed with full esthetic license	Nice looking (can be built to match school)
Variable number of portables can be added (as few or as many as required)	Can build variable number of classrooms (as few or as many as required)	Set # of classrooms; not as variable as portables but more flexible than a new school
Does not reduce strain on administrative space	Reduces strain on administrative space of current schools by drawing away excess enrollment	Reduces strain on administrative space if designed accordingly

The administrative concurs with the FAC: the district should be less reliant on portables, build mini-buildings instead of portables, and add mini-buildings to conserve resources and largely retain current boundaries.

Based on these options and specific growth and class size reduction readiness, the district makes the following set of Westside and eastside observations in Table G and Table H on the following pages. These observations are based on the initial planning for lower class sizes represented by Table E, column B.

Table G: Westside Observations

<u>Table G</u>	OK in 2016? (w/ Reduced Class Size)	OK in 2020? (w/ Reduced Class Size)	OK in 2025? (w/ Reduced Class Size)	Number New Classrooms by 2025	Mini-Building That Fits?
McLane (Remodel Planned in ~2018)	No, Team Teaching Required	No, Team Teaching or New Rooms Required	Same as 2020	3 New + 2 Replace Portable (RP) + Music + 1 Special Needs (SN)	Mini-building of 11 classrooms will fit w/o impinging on play area or fire lane
Hansen (No Remodel Pending)	Yes, with minor Team Teaching. If HES reaches High Poverty Status, 3 Classrooms are Needed	Yes, with minor Team Teaching. If HES reaches High Poverty Status, 3 Classrooms are Needed	Dependent on Poverty Status	1 at current poverty level; 3 if High Poverty (HP)	Mini-building of 11 classrooms will fit.
Garfield (Remodel Completed)	Yes	Yes	Yes	0, even at HP	NA
LP Brown (No Remodel Pending)	Yes, with minor Team Teaching, or 1 classroom is need for no Team Teaching.	Yes, with minor Team Teaching, or 1 classroom is need for no Team Teaching.	Yes, with minor Team Teaching, or 2 classrooms are need for no Team Teaching.	1-2 depending on Team Teaching model	NA

Table H: Eastside Observations

<u>Table H</u>	OK in 2016? (w/ Reduced Class Size)	OK in 2020? (w/ Reduced Class Size)	OK in 2025? (w/ Reduced Class Size)	Number New Classrooms by 2025	Mini-Building That Fits?
McKenny (No Remodel Planned)	Yes	No; Need Team Teaching or 1 New Classroom	No; Need Team Teaching or 8 New Classrooms	8 New + 1 SN + Music	Mini-building of 11 classrooms will fit. Need is highly dependent on 2 housing developments
Pioneer (No Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	5 New + 2 RP* + Music + 1 SN	Mini-building of 11 classrooms will fit. ¹
Lincoln (No Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	3 New or Policy Options	Mini-building of 7 classrooms will not fit. A building of fewer classrooms is cost prohibitive. Pursue policy options.

<u>Table H</u>	OK in 2016? (w/ Reduced Class Size)	OK in 2020? (w/ Reduced Class Size)	OK in 2025? (w/ Reduced Class Size)	Number New Classrooms by 2025	Mini-Building That Fits?
Madison (No Remodel Pending)	No; Move Preschool or Team Teach	Same as 2016	Same as 2016	3 New or Policy Options	Mini-building of 7 classrooms will not fit. A building of fewer classrooms is cost prohibitive. Pursue policy options
Roosevelt (Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	No; Team Teaching or New Rooms Required	4 New + 1 SN+ 2 RP + Music	Mini-building of 11 classrooms will fit.
Centennial (Remodel Pending)	No; Team Teaching Required	No; Team Teaching or New Rooms Required	Same as 2020	5 New +1 SN + 2 RP + Music	Mini-building of 11 classrooms will fit. ²
B Harbor (No Remodel Pending)	Yes	Yes	Yes	----	NA

Table I displays the original recommendations for elementary construction given the above observations, the combination of enrollment growth, need for classrooms to respond to 2014 class size reductions, and available space on the school grounds to build a mini-building. While much has changed about the outlook and need for classroom space, the table is included to identify the basis for construction decisions.

² Originally Centennial and Pioneer were identified as being able to accommodate a 7-classroom building. We have since identified that these schools can accommodate a 10 classroom building.

Table I: Classroom Construction Recommendations

<u>Table I</u>	School	# Classrooms Needed by 2025	# Built	Classrooms / Mini-Building	Potential Cost
Mini-building Not Recommended	Lincoln	3	Building complexities and high cost; pursue policy options and team teaching		
	Madison	3			
	LP Brown	2			
	McKenny	9 + 1 SN (special needs)	10 New	1 Mini of 11	\$6.5 M
Recommended Mini-building	McLane	3 + 1 M (music) + 1 SN	5 New + 2 PR (replace portable)	1 Mini of 11 10	\$6.5 M
	Hansen	3 + 1 M	4 New + 4 PR	1 Mini of 11 10	\$6.5 M
	Pioneer	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 7 10	\$6.5 M
	Roosevelt	4 + 1 M + 1 SN	6 New + 2 PR	1 Mini of 11 10	\$6.5 M
	Centennial	5 + 1 M + 1 SN	7 New + 2 PR	1 Mini of 7 10	\$6.5 M
	Subtotal	25 + 4 SN = 29	29 + 12 PR = 41	47 50	\$29.4 \$32.5 M
On Hold	McKenny, Washington or preschool	9 + 1 SN	10 New	1 Mini of 11 10	\$7.7 M
Total Construction Financing Request					\$40.2 M

In addition, the administration recommends financing for one additional mini-building that can be deployed at McKenny or Washington if needed to address the construction of two housing developments or to build a preschool center, which frees-up classrooms through-out the district. This will cost \$7.7 million; for a total investment in classrooms via the mini-building or option of \$40.2 million, in 2015 dollars. Escalation of costs is likely if the mini-buildings are constructed over time, the district will endeavor to shorten the construction timeframe of the first five buildings.

The mini-building structure that is identified for five to six elementary schools, accomplishes several improvements: portables are replaced with a permanent structure and can therefore better control the environment (heating/cooling), are foot-print efficient, and are more appealing.

The structures will cost \$6.3 million for construction and provide classrooms space for 189³ students, assuming 9 classrooms, two large-group work-spaces between classrooms, 1 small office area, and 1 large music room (and stairs and an elevator). The mini-building includes restrooms, of course.

Importantly, the class rooms are designed to accommodate a class size of 25-28 in designing the mini-buildings (about 900 square feet). This is the appropriate size for 4th and 5th grade classrooms. The district needs to ensure that 4th and 5th grade classes can be placed in most classrooms, the building would likely serve 4th and 5th grade classes, and the building is a 30 year structure that must be designed to accommodate future state policy decisions regarding class size. (21 students per classroom is assumed to calculate classroom capacity of a school overall,

³³ The mini-buildings are calculated to serve 189 students assuming 21 students per classroom, the districts standard calculator of classroom space. However, the buildings can comfortably and safely accommodate 252 students at 28 students per classroom.

as some classrooms will serve fewer than 28 students. However, building occupancy standards typically exceeds this number and a larger number for calculating capacity is possible.)

Also, the original recommendation of the FAC was to build mini-buildings of 7 classrooms each at Pioneer and Centennial. The district ultimately built larger buildings at Pioneer and Centennial (10 classrooms instead of 7) based on new information that the building site can accommodate a larger building. Based on original class size estimates (I-1351) Both Centennial and Pioneer need 8 and 9 classrooms respectively; so a 7 classroom building was always smaller than was needed. At Centennial we originally anticipated needing to remove two portables in order to build the mini-building. At this time, the district must only remove 1 portable. Ultimately the district can remove more, but as a policy decision, not as a requirement to build.

The new larger buildings will cost \$2.2 million more than is budgeted.

4. Olympia High School: Reduce Reliance on Portables with a Permanent Building

While there are still many physical improvements that need to be made at Olympia High School (HS), one of the greatest needs that the Planning Advisory Committee (PAC) identified in 2010 is the replacement of 10 portables with permanent space. District informal guidelines targets 1,800 students is the desired maximum enrollment that Olympia HS should serve. These 10 portables, while temporary capacity, are part of the high school's capacity for that many students. The PAC's recommendation was that these portables should be replaced with a new permanent building and they considered some options with respect to the kinds of spaces that new permanent area should include:

- a. Replicate the uses of the current portables in new permanent space.
- b. Build new area that operates somewhat separate from the comprehensive HS to offer a new model.
- c. Build new area that is complimentary to the comprehensive high school, but a distinction from current educational model (if the current educational model has a high proportion of classrooms to specialized spaces, build new area with primarily specialized space following some of the themes the PAC considered for future learning environments, including:
 - Demonstrate a place for 21st century learning.
 - Retain students who are leaving for alternative programs at college or skills centers.
 - Partner with colleges to deliver advanced services.
 - Create a culture that equalizes the disparity between advanced students and those still needing remediation without holding either group back.
 - Individualized and integrated assisted by personal mobile technology, a social, networked and collaborative learning environment.
 - A place where students spend less of their time in classes, the rest in small group and individual project work that contributes to earning course credits.
 - All grades, multi grade classes.
 - Art and science blend.
 - Convert traditional shops to more contemporary educational programs, environmental science, CAD/CNC manufacturing, health careers, biotechnology, material science, green economy/energy & waste, etc.
 - More informal learning space for work done on computers by small teams and individuals.

- Collaborative planning spaces, small conference rooms with smart boards.
- A higher percentage of specialized spaces to classroom/seminar spaces.
- Focus on labs (research), studios (create) and shops (build) learn core subjects through projects in these spaces. (cross-credit for core subjects).
- Blend with the tech center building and curriculum.
- Consider the integration of specialized “elective” spaces with general education. All teachers contribute to integrated curriculum.
- Provide a greater proportion of area in the school for individual and small group project work.
- Support deep exploration of subjects and crafting rich material and media, support inquiry and creativity.

Music and science programs are strong draws to Olympia High School, which also offers an AP curriculum. Conversation with school leaders found support for the idea of including more specialized spaces in the new building. Some of the suggested programs include:

- More science, green building, energy systems, environmental sciences.
- Material sciences and engineering.
- Art/technology integration, music, dance, recording.
- Stage theater, digital entertainment.
- Need place for workshops, presentations, poetry out loud.

An idea that garnered support was to combine the development of a new building with the spaces in the school’s Tech Building, a relatively new building on campus, detached from the rest of the school. The Tech Building serves sports medicine, health career technician, biotechnology and microbiology. It also has a wood shop that is used only two periods/per day and an auto shop that is not used all day so alternative uses of those spaces should be considered.

Enrollment projections show that Olympia High School will exceed 1,800 students by more than 400 students later in the 15 year planning horizon. A new building could serve alternative schedules, morning and afternoon sessions to double the number of students served by the building. A hybrid online arrangement could serve more students in the Olympia HS enrollment area without needing to serve more than 1,800 students on site at any given time.

If the combination of the Tech Building and this new addition was operated somewhat autonomously from the comprehensive high school, alternative education models could be implemented that would draw disaffected students back into learning in ways that engage them through more “hands on” experiential education.

5. Capital High School Modernization and STEM Pathway

Capital High School has received three major phases of improvements over the last 15 years, but more improvements remain, particularly on the exterior of the building. The majority of the finishes on the exterior are from the original construction in 1975, 40 years ago. Most of the interior spaces and systems have seen improvements made, but some changes for contemporary educational considerations can still bring improvement.

One of the primary educational considerations the Planning Advisory Committee (PAC) explored is driven by the creation of the new Jefferson Advanced Math and Science (JAMS) program,

which is centered around Science, Technology, Engineering and Math (STEM) programs, and the need to provide a continuing pathway for STEM students in that program who will later attend Capital HS. Relatively small improvements can be made to Capital HS that relate to STEM education and also support Capital High School's International Baccalaureate (IB) focus as well.

The conversations with the PAC and leaders in the school focused on 21st century skills like creative problem solving, teamwork and communication, proficiency with ever changing computing, networking and communication/media technologies.

Offering an advanced program at the middle school was the impetus for the new JAMS program. Career and Technical Education (CTE) is changing at Capital HS to support STEM education and accommodate the students coming from Jefferson. Math and science at Capital HS would benefit from more integration. Contemporary CTE programs are transforming traditional shop programs like wood and metal shop into engineering, manufacturing and green building technologies. Employers are looking for graduates who can think critically and problem solve; mapping out the steps in a process and knowing how to receive a part, make their contribution and hand it off to the next step in fabrication. Employers want good people skills; collaborating and communicating well with others. Increasingly these skills will be applied working with colleagues in other countries and cultures. Global awareness will be important. JAMS at the middle school level, and STEM and IB at high school level can be a good fit in this way.

The JAMS curriculum is a pathway into IB. The school is adjusting existing programs to accommodate IB programs. The JAMS program supports the Capital HS IB program through the advanced nature of the curriculum. 60 students are currently enrolled in IB and it was recently affirmed as a program the district would continue to support. The advanced nature of the JAMS program could increase enrollment in the Capital HS IB program. Leaders in the school intend that all students need to be part of this science/math focus.

Capital High School is intentional about connecting to employers and to people from other cultures through distance learning. The district is working with Intel as a partner, bringing engineers in and having students move out to their site for visits and internships. Currently there is video conferencing in Video Production studio space. College courses can be brought into the high school, concentrating on courses that are a pathway to the higher education. The district is already partnering with universities on their engineering and humanities programs to provide university credits; like with St. Martins University on CADD and Robotics.

The development recommendation for Capital High School is to remodel the classroom pods to re-create the learning purpose in the center of each pod. The more mobile learning assistive technologies like laptops and tablet computers, with full time access to a network of information and people to collaborate with are changing the way students can engage with the course material, their teachers and their peers. Further development is also recommended in the shops and adjacent media/technology studios. The building area of these interior renovations is estimated to be 10% of the total building area.

Extensive renovation of the original exterior walls, windows, doors and roof areas that have not been recently improved is the other major component of this development recommendation.

6. Build a Theater sized for the Student-body of Capital High School

In 2000 when Capital High School was partially remodeled, construction costs were escalating and a decision had to be made to address a too-small cafeteria and commons area. At the time, the available solution was to reduce the theater by 200 seats. As the school has grown, and will

grow further in the next 10 years, the reduced-size theater is now too small for the school. The theater cannot hold even one class of CHS students, and can barely hold an evening performance for the Jefferson or Marshall Middle School orchestra, choir or band.

Remodeling the current theater was designed and priced. The cost of the remodel is as much as building a new theater and the remodeled theater would have several deficiencies. (In order to remodel the theater, the roof would need to be raised and the commons reduced.)

Therefore, the administration is recommending the construction of a new theater on the south-side of the gyms. The new theater will have 500 seats, 200 more than the current theater.

7. Avanti High School

Through the master plan process in 2010 and 2015, the district affirmed the importance of Avanti High School and directed that the master plan include options for the future of the school. Avanti has changed its intent in recent years to provide an arts-based curriculum delivery with an entrepreneurial focus. Enrollment will be increased to 250 students with greater outreach to middle school students in the district who may choose Avanti as an alternative to the comprehensive high schools, Olympia and Capital High Schools. The school appreciates its current location, close proximity to the arts and business community downtown and the partnership with Madison Elementary School.

The six main classrooms in the building are not well suited to the Avanti curriculum as it is developing and hinder the growth of the school. The settings in the school should better reflect the disciplines being taught through “hands on” learning. The school integrates the arts as a way to learn academic basics. Avanti creates a different learning culture through personalizing education, focuses on depth over breadth, and teaches good habits of the heart and mind. Students come together in seminars, so space is needed for “town hall” communication sessions. The auditorium does not work well for the town hall sessions; it is designed for presentations of information to an audience and seating impedes audience participation--the school needs more options.

Recently Avanti has expanded by two classrooms and Knox Administrative space has been reduced.

To implement the Avanti expansion, the administration offices and warehouse will be moved to a new building recently purchased, for now referred to as The Olympian building.

Twelve learning settings were identified as an appropriate compliment of spaces with the intent for them all to support teaching visual and performing arts:

1. Drama (writing plays, production)
2. Music/recording studio (writing songs)
3. Dance (math/rhythm)
4. Painting/drawing
5. Three dimensional art (physical & digital media, game design)
6. Photography/video/digital media (also support science & humanities)
7. Language arts
8. Humanities

9/10. Math/math
11/12. Science/science

Additional support spaces: special needs, library, independent study, food service, collaborative study areas, administration/counselors, community partnerships.

This development recommendation proposes that Avanti High School move into the entire Knox Building, including the district warehouse space. Light renovation of the buildings would create appropriate space of the kind and quality that the curriculum and culture of the school need.

The long-term growth of Avanti High School is also seen as a way, over time, to relieve the pressure of projected enrollment growth at Olympia High School.

The 2015 Facility Advisory Committee also supported the expansion of Avanti, regardless of whether or not the school would ultimately reduce enrollment pressure at Olympia or Capital High Schools.

The administration recommendation is to budget \$9.9 million to remodel the 2nd and 3rd floors of the Knox building, expanding Avanti by about 12 classrooms. At this time the recommendation does not include a remodel of the current warehouse, as this is cost prohibitive. If fewer upgrades are necessary in the main building, then the district will consider updating the warehouse for more career and technical education options.

8. Renovate Playfields to Improve Safety and Playability

Based on FAC support for improved fields and playgrounds, the district is recommending the installation of 2 turf fields and renovation of an additional 8 fields. The cost is estimated at \$6.9 million. Specifically, the district recommends the following improvements:

- a) North Street field at OHS: renovate the field with installation of new sod.
- b) Henderson Street field at OHS: install a synthetic turf field, low level lighting and minor fencing.
- c) Football/soccer field at CHS: install a synthetic turf field, low level lighting and minor fencing.⁴
- d) Jefferson, Marshall and Reeves field: renovate the field with sod.
- e) Lincoln: renovate the playfield with seed and improve the playground.
- f) Centennial, McLane and Roosevelt: renovate the fields with seeds (after remodel of the buildings).

⁴ The administrative recommendation for turf fields includes low-level lighting and fencing for each; lighting/fencing is included to extend play hours to off-set the higher expense of a turf field. The CHS football and Henderson turf field with lighting and fencing will cost \$3.3 million. If the hours cannot be extended with lighting, the original administrative recommendation was to renovate the Capital football and Henderson fields with improved drainage and new sod, instead of turf, and use the remaining resources to renovate the Capital soccer, Washington, Jefferson, and Marshall fields (drainage/sod) and running tracks. This alternative increases the hours-of-play available generally in the community as these fields are generally considered less "playable" in their current state. Improved drainage and new sod at the Henderson field, Washington, and CHS football and soccer fields, and drainage, sod and improve running tracks at Jefferson and Marshall fields would cost \$3 million; roughly the same as the two turf fields.

9. Invest in Electronic Key Systems to Limit Access to Schools and Instigate Lockdowns

The district is recommending the investment of \$2 million in key systems across the district, targeting schools that have not been upgraded as part of a remodel.

10. Address Critical Small Works and HVAC or Energy-Improvement Projects

The district will pursue state of Washington energy grants for a portion of a total investment of \$8.5 million.

In addition, the small works roster is summarized below. The roster represents the facilities projects that must be undertaken in the near future. While we have attempted to plan for a six year small- works list, the new items may be identified during the life of the CFP.

Improve and upgrade:

- parking lots and paving at five schools;
- drainage and controls, and/or repair foundations at five schools/sites;
- electrical service and new fire or intrusion alarm systems at four schools, security cameras at multiple schools, access controls at multiple schools and perimeter fencing at five schools;
- roofing at three schools, install roof tie-off safety equipment at multiple sites, and caulk and/or paint and renovate siding at four sites;
- gutter systems at two schools;
- interior and classroom capital improvements at twelve sites; and
- wiring and electrical systems at two sites.

In addition, the district Board of Directors will determine the next steps for the John Rogers building. This building has been in service for 50 years and requires significant upgrades. In the upcoming six-year period the district will either demolish the building (and seed the field), or the district will perform small repairs to decommission the building for possible use at a later time.

Utilization of Portables as Necessary

The CFP continues to include expenditures for portables, as these represent a foundation investment where enrollment is faster than expected. Portables are considered to be a last-resort and are utilized where other options are not possible.

Capital Facilities Plan (CFP) Project Revisions for Class Size Reductions

Table J below describes several components of the CFP analysis. First, the table describes the recommended construction built into the district's facilities plan. The second column identifies if the project is included in the Impact Fee Calculation; the third column identifies the reason the project is included or not.

Table J: CFP Considerations

Project	Included in 2018 Impact Fee?	Reason
Centennial Elementary School	Yes	This project adds seating capacity for 189 students.
Roosevelt Elementary School	No	This project adds seating capacity for 189 students.
McLane Elementary	Yes	This project adds seating capacity for 189 students.
Hansen Elementary School	Yes	This project adds seating capacity for 189 students.
Pioneer Elementary School	Yes	This project adds seating capacity for 189 students.
Olympia High School	Yes	This project will add capacity to accommodate additional growth of 176 students.
Portables	No	The plan includes the cost of 5 portables but these are a second priority to mini-buildings.
Capital High School Modernization	No	Plans re: adding capacity to CHS are not yet determined.
Avanti High School	No	Plans are for timing and new seating are not final.

Cost of Converting Portables to Permanent Construction

Further, the value of converting a portable into permanent construction is included in full in the calculation of the impact fee. This bears further explanation. The impact fee calculation is based on construction costs (costs that are within the timeframe of the CFP) associated with growth, divided by the number of growth/seats/students. So, if the CFP includes a plan to construct a \$10 million structure to house 100 students; and 90 students are generated by new housing/developments, then the per student cost of construction to accommodate growth is \$90,000 ($(\$10,000,000/100) \times (90/100) = \$90,000$). This is the amount that is included in the calculation of the impact fee. Even if the new building replaces 50 portable seats, the calculation is the same: what is the cost of planned construction, and what proportion is associated with seats needed to accommodate growth, and therefore, what is the per growth seat cost of construction regardless of prior use of portables?

The number of students expected to be driven by growth is the key factor (90 in this example). The student growth must be based on upcoming growth and cannot be based on prior growth (from the example above, it could not be based on 50 + 90). It is important to note from that, regardless of the number of portables being converted, a proportional cost of a \$6.5 million mini-building is included based on expected growth; portable conversion is not deducted from the calculation.

IV. Finance Plan

Impact Fees

Impact fees are utilized to assist in funding capital improvement projects required to serve new development. For example, local bond monies from the 1990 authority and impact fees were used to plan, design, and construct Hansen Elementary School and Marshall Middle School. The district paid part of the costs of these new schools with a portion of the impact fees collected. Using impact fees in this manner delays the need for future bond issues and/or reduces debt service on outstanding bonds. Thurston County, the City of Olympia and the City of Tumwater all collect school impact fees on behalf of the district.

Impact fees must be reasonably related to new development and the need for public facilities. While some public services use service areas or zones to demonstrate benefit to development, there are four reasons why the use of zones is inappropriate for school impact fees: 1) the construction of a new school benefits residential developments outside the immediate service area because the new school relieves overcrowding in other schools; 2) some facilities and programs of the district are used by students throughout the district (Special Education, Options and ALPS programs); 3) school busing is provided for a variety of reasons including special education students traveling to centralized facilities and transportation of students for safety or due to distance from schools; 4) uniform system of free public schools throughout the district is a desirable public policy objective.

The use of zones of any kind, whether municipal, school attendance boundaries, or some other method, conflict with the ability of the school board to provide reasonable comparability in public school facilities. Based on this analysis, the district impact fee policy shall be adopted and administered on a district-wide basis.

Current impact fee rates, current student generation rates, and the number of additional single and multi-family housing units projected over the next six year period are sources of information the district uses to project the fees to be collected.

These fees are then allocated for capacity-related projects as recommended by a citizens' facilities advisory committee and approved by the Board of Directors.

The fee calculation is prescribed by law:

- The calculation is designed to identify the cost of the need for new classrooms space for new students associated with new development.
- The cost of constructing classrooms for current students is not included in the impact fee calculation.
- The calculation includes the cost of sit acquisition costs, school construction costs, any costs for temporary facilities.
 - $\text{Facility Cost} / \text{Facility Capacity} = \text{Cost per Seat} / \text{Student Generation Rate} = \text{Cost per Single Family Home (or Cost per Multi-family Home)}$.
 - The Cost per Single Family Home is then discounted for 1) any state construction funding the district receives and 2) a credit for the taxes that the home will generate for the upcoming 10 years.

- In this example, a \$15,000,000 facility, and a .20 single-family home student generation rate is calculated as such: $\$15,000,000 / 500 = \$30,000 * .20 = \$6,000$. This \$6,000 is then reduced by state construction funds (\$9 per home in \$2015) and a 10-year tax credit (\$1,912 in 2015). This leaves a single family home rate of \$4,079 (*example amount only*).
- The Olympia School District Board of Directors would then reduce the \$4,079 by a “discount rate”. This is the margin that districts use to ensure that they do not collect too much impact fee (and possibly pay back part of the fees if construction costs are reduced or state construction funding is increased.) The Olympia School District has typically used a discount rate of 15%, which would leave a single family home impact fee of \$3,467 or $(\$4,079 * .85)$.

The prescribed calculation, the district’s construction plan in the CFP planning horizon, expected state revenue and expected taxes credited to new housing developments yield an impact fee as follows:

2017 Single Family Home	\$5,350	\$52 increase over 2017
2017 Multi-Family Home	\$2,621	\$101 increase over 2017

The Table K on the following page identifies the historical impact fees.

Table K: Historical Impact Fees

Year	Discount Percentage	Single Family Home Fee	Multi-Family Home Fee	Downtown Residence Fee	Mobile Home Fee
1992	67	\$894	\$746		\$791
1993	67	\$1,703	\$746		\$791
1994	55	\$1,717	\$742		\$1,385
1995	70	\$1,754	\$661		\$1,033
1996	52	\$1,725	\$661		\$1,176
1997	51	\$1,729	\$558		
1998	56	\$1,718	\$532		
1999	50 & 70	\$2,949	\$1,874		
2000	50 & 70	\$2,949	\$1,874		
2001	50 & 70	\$2,949	\$1,874	\$841	
2002	50 & 70	\$2,949	\$1,874	\$841	
2003	50 & 70	\$2,949	\$1,874	\$841	
2004	50 & 70	\$2,949	\$1,874	\$841	
2005	40 & 60	\$4,336	\$3,183	\$957	
2006	45 & 60	\$4,336	\$3,183	\$957	
2007	15	\$5,042	\$1,833	\$874	
2008	15	\$5,042	\$1,833	\$0	
2009	15	\$4,193	\$1,770	\$0	
2010	15	\$2,735	\$1,156	\$0	
2011	15	\$659	\$1,152	\$0	
2012	15	\$2,969	\$235	\$0	
2013	15	\$5,179	\$0	\$0	
2014	15	\$5,895	\$1,749	\$0	
2015	15	\$4,978	\$1,676	\$0	
2016	15	\$5,240	\$2,498	\$0	
2017	15	\$5,298	\$2,520	\$0	<i>Proposed</i>
Prior 10-Yr Avg		\$4,206	\$1,553		
10-Yr Avg Incl 2016		\$4,219	\$1,459		

Eligibility for State Funding Assistance

The district will always apply to the state for state construction funding assistance, and attempt to maximize this support. Based on eligibility criteria, and experience obtaining funding for the remodel of Garfield Elementary, we estimate that the district will qualify for at least \$12 million for the remodel of Centennial, McLane, and Roosevelt Elementary Schools. This is a conservative estimate, as the district qualified for about \$6 million for the Garfield remodel.

Bond Revenue

The primary source of school construction funding is voter-approved bonds. Bonds are typically used for site acquisition, construction of new schools, modernization of existing facilities and other capital improvement projects. A 60% super-majority voter approval is required to pass a bond. Bonds are then retired through the collection of local property taxes. Proceeds from bond sales are limited by bond covenants and must be used for the purposes for which bonds are issued. They cannot be converted to a non-capital or operating use. As described earlier, the vast majority of the funding for all district capital improvements since 2003 has been local bonds.

The projects contained in this plan exceed available resources in the capital fund, and anticipated School Impact and Mitigation Fee revenue. The Board of Directors sold bonds in June 2012, allowing an additional \$82 million in available revenue for construction projects.

Voters have approved \$161 million in bond sales to finance Phase II of the Master Plan.

Current Balance in Capital Fund

The finance plan for this schedule of capital plan is heavily dependent on the current balance in the district’s Capital Fund. First, funds from the 2012 voter approved bond, about \$28 million in bond resources, have been preserved to devote to the finance plan of Phase II of the Master Plan. Second, the district successfully qualified for state construction assistance of \$10 million for the construction of ORLA and remodel of Garfield. These resources are preserved. The balance of resources are a combination of impact fees, mitigation fees, and a small amount of capital levy funds.

Finance Plan Summary

The following Table L represents preliminary estimates of revenue associated with each group of projects.

Table L: Preliminary Revenue Estimates

Item Description	Project Amount	Cumulative Total
1. New Classrooms (Minis at Pioneer, Hansen, Centennial, Roosevelt, McLane, + 1 additional)	\$37,063,000	\$37,063,000 ⁵
2. Phase II of 2011 Master Plan (Multiple Items Above)	\$136,559,394	\$173,622,394
3. Capital High School Theater	\$12,665,000	\$186,287,394
4. Small Works Projects, Categorized as Immediate Need	\$10,733,848	\$197,021,242
5. John Rogers Demolition and Re-seed	\$520,000	\$197,541,242
6. Security-Access Control Systems	\$2,000,000	\$199,541,242
7. Heating/ Ventilation Improvements and Energy Savings	\$8,484,000	\$208,025,242
Item Description	Project Amount	Cumulative Total

⁵ The 2016 plan to build 5 mini-buildings of 10 classrooms instead of a combination of 11 classroom buildings and 7 classroom buildings will cost an additional \$2.2 million. The district has several cost saving opportunities to make up this difference: reduce the scope of the extra mini-building (currently budgeted at \$7.7 million), pursue savings in the 3 main remodel project (Roosevelt, Centennial, and McLane), remodel the 3 schools sooner (to avoid escalation costs), and spend less in the mini-buildings for furnishings. (Given that the district will construct 50 classrooms in the mini-buildings, instead of 47, the district has more flexibility to reduce expenditures for portables, has portables to sell/surplus, and has the flexibility to reduce the scope of the final mini-building.)

8. Field and Playground Renovations	\$6,873,845	\$214,899,087
Subtotal of Planned Investments	\$214,899,087	
Existing Resources (Capital Fund Balance)	- \$42,200,000	
Estimated New State Construction Funding	- \$12,000,000	
New Construction Bond Authority Approved by Voters in 2016	= \$160,699,087	

Appendix A - Inventory of Unused District Property

Future School Sites

The following is a list of potential future school sites currently owned by the district. Construction of school facilities on these sites is not included in the six-year planning and construction plan.

- ***Mud Bay Road Site***

This site is a 16.0 acre parcel adjacent to Mud Bay Road and Highway 101 interchange. The site is currently undeveloped. Future plans include the construction of a new school depending on growth in the student enrollment of adjoining school service areas.

- ***Muirhead Site***

This is a 14.92 acre undeveloped site directly adjacent to Centennial Elementary School, purchased in 2006. Future plans include the construction of a new Intermediate/Middle school.

Other District Owned Property

- ***Henderson Street and North Street (Tree Farm) Site***

This site is a 2.25 acre parcel across Henderson Street from Pioneer Elementary School and Ingersoll Stadium. The site is currently undeveloped. Previously, the site was used as a tree farm by Olympia High School's vocational program. The district has no current plans to develop this property.

Future Site Acquisition

The district is seeking additional properties for use as future school sites. Construction of school facilities for these sites is not included in the six year planning and construction plan. The district has identified the following priorities for acquisition:

- New west side elementary school site - approximately 10 acres
- New east side elementary school site—approximately 10 acres

Appendix B - Detail of Capital Facilities Projects

Elementary School Modernization

Grades K-4

Project Name:	Centennial Elementary School Modernization
Location:	2637 45 th Ave SE, Olympia
Site:	11.8 acres
Capacity: <i>(New Lower Utilization Standard)</i>	357 students (189 seats new student capacity)
Square Footage:	45,345 s.f.
Cost:	Total project: \$27.9 million, including a \$6.3 million mini-building of 10 classrooms and a \$800,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

Elementary School Modernization

Grades K-5

Project Name:	McLane Elementary School Modernization
Location:	200 Delphi Road SW, Olympia
Site:	8.2 acres
Capacity: <i>(New Lower Utilization Standard)</i>	310 students (189 seats new student capacity)
Square Footage:	45,715 s.f.
Cost:	Total project: \$23.5 million, including a \$6.3 million mini-building of 10 classrooms and a \$700,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

Elementary School Modernization

Grades K-5

Project Name:	Roosevelt Elementary School Modernization
Location:	1417 San Francisco Ave NE , Olympia
Site:	6.4 acres
Capacity: <i>(New Lower Utilization Standard)</i>	386 students (189 seats new student capacity)
Square Footage:	47,616 s.f.
Cost:	Total project: \$22.4 million, including a \$6.3 million mini-building of 10 classrooms and \$800,000 field renovation.
Project Description:	Major modernization of existing school facility. Modernization work will include all new interior finishes and fixtures, furniture and equipment, as well as exterior finishes.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2020.

High School Modernization

Grades 9-12

Project Name:	Capital High School Modernization
Location:	2707 Conger Ave NW, Olympia
Site:	40 acres
Capacity: <i>(Current Utilization Standard)</i>	1,496 students (new student capacity not yet determined)
Square Footage:	254,772 s.f.
Cost:	Total project: \$20.6 million
Project Description:	Modify classroom pod areas and other portions of the existing school in order to support educational trends and students matriculating from the Jefferson Advanced Math and Science program. Replace older failing exterior finishes and roofing.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2021.

High School Addition

Grades 9-12

ProjectName:	Olympia High School Addition / portable replacement
Location:	1302 North Street SE, Olympia
Site:	40 acres
Capacity: <i>(Current Utilization Standard)</i>	will limit to 1,811 students; adds 280 permanent seats, which is 70 new seating/student capacity
Square Footage:	233,960 s.f.
Cost:	Total project: \$24.3 million
ProjectDescription:	Provide additional permanent building area to replace ten portable classrooms. Support educational trends with these new spaces.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2020.

Elementary School Expansion

Grades K-5

ProjectName:	Pioneer and Hansen Elementary Schools
Capacity:	Replace portables with new two-story structures at each school. Adds 189 student seats to each school to address new capacity of 82 students needed at Pioneer and 67 students needed at Hansen.
Cost:	Each structure will cost \$6.3 million. Pioneer costs associated with growth and therefore, impact fees, total \$2.1 million; Hansen growth costs total \$700,000.
Status:	Subject to bond approval, the district anticipates this facility will be available in 2019.

High School Addition/Admin. Center

Grades 9-12

Project Name: Avanti High School
Addition & Modernization & Re-location of district Administrative Center

Location: Avanti HS:
1113 Legion Way SE, Olympia (currently located on 1st floor of district Administrative Center)

District Administrative Center:
To be determined

Site: Avanti HS: 7.5 acres

Capacity: Avanti HS: Will limit to 250 students
(Current Utilization Standard)

District Administrative Center: To be determined

Square Footage: Avanti HS: 78,000 s.f.

District Administrative center: To be determined

Cost: Avanti HS: Total project: \$9.9 million
District Administrative Center: Estimated \$7.8 million

Project Descriptions: Avanti HS:
Expand Avanti High School by allowing the school to occupy all three floors of the District Administrative Center. Expanding the school will allow additional programs and teaching and learning options that might not be available at the comprehensive high schools.

District Administrative Center: Provide a new location for administrative offices somewhere in the downtown vicinity.

Status: Subject to bond approval, the district anticipates this facility will be available in 2020.

Appendix C – Single Family and Multi-Family Residences Impact Fee Calculations

SCHOOL IMPACT FEE CALCULATIONS							
DISTRICT	Olympia School District						
YEAR	2018 - SF and MF Residence						
School Site Acquisition Cost:							
[(AcresxCost per Acre)/Facility Capacity]xStudent Generation Factor							
				Student	Student		
	Facility	Cost/	Facility	Factor	Factor	Cost/	Cost/
	Acreage	Acre	Capacity	SFR	MFR	SFR	MFR
Elementary	10.00	\$ -	400	0.309	0.119	\$0	\$0
Middle	20.00	\$ -	600	0.127	0.059	\$0	\$0
High	40.00	\$ -	1,000	0.158	0.057	\$0	\$0
					TOTAL	\$0	\$0
School Construction Cost:							
[(Facility Cost/Facility Capacity)xStudent Generation Factor]x(permanent/Total Sq Ft)							
				Student	Student		
	%Perm/	Facility	Facility	Factor	Factor	Cost/	Cost/
	Total Sq.Ft.	Cost	Capacity	SFR	MFR	SFR	MFR
Elementary	100.00%	\$ 20,640,780	819	0.309	0.119	\$7,788	\$2,999
Middle	100.00%		1	0.127	0.059	\$0	\$0
High	100.00%	\$ 22,911,744	380	0.096	0.039	\$5,788	\$2,351
					TOTAL	\$13,576	\$5,351
Temporary Facility Cost:							
[(Facility Cost/Facility Capacity)xStudent Generation Factor]x(Temporary/Total Square Feet)							
				Student	Student	Cost/	Cost/
	%Temp/	Facility	Facility	Factor	Factor	SFR	MFR
	Total Sq.Ft.	Cost	Size	SFR	MFR		
Elementary	0.00%	\$ -	1	0.309	0.119	\$0	\$0
Middle	0.00%	\$ -	0	0.127	0.059	\$0	\$0
High	0.00%	\$ -	0	0.096	0.039	\$0	\$0
						\$0	\$0
State Matching Credit:							
Boeckh Index X SPI Square Footage X District Match % X Student Factor							
				Student	Student		
	Boeckh	SPI	District	Factor	Factor	Cost/	Cost/
	Index	Footage	Match %	SFR	MFR	SFR	MFR
Elementary	\$ 206.76	90	52.24%	0.309	0.119	\$3,004	\$1,157
Middle	\$ 206.76	108	0.00%	0.127	0.059	\$0	\$0
High	\$ 206.76	130	0.00%	0.158	0.057	\$0	\$0
						\$3,004	\$1,157
Tax Payment Credit:							
						SFR	MFR
Average Assessed Value						\$323,959	\$84,101
Capital Bond Interest Rate						3.15%	3.15%
Net Present Value of Average Dwelling						\$2,742,402	\$711,934
Years Amortized						10	10
Property Tax Levy Rate						\$1,5600	\$1,5600
Present Value of Revenue Stream						\$4,278	\$1,111
Fee Summary:							
				Single	Multi-		
				Family	Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$13,576	\$5,351		
Temporary Facility Cost				\$0	\$0		
State Match Credit				(\$3,004)	(\$1,157)		
Tax Payment Credit				(\$4,278)	(\$1,111)		
FEE (AS CALCULATED)				\$6,294	\$3,083		
FEE (AS DISCOUNTED 15%)				\$5,360	\$2,621		



City Council

Continued Discussion on the 2018 Operating Budget and 2018-2022 Capital Facilities Plan (CFP)

Agenda Date: 11/21/2017
Agenda Item Number: 6.A
File Number: 17-1191

Type: discussion **Version:** 1 **Status:** Other Business

Title

Continued Discussion on the 2018 Operating Budget and 2018-2022 Capital Facilities Plan (CFP)

Recommended Action

Committee Recommendation:

There is no recommendation from the Finance Committee at this time. The Finance Committee will meet on November 22 to consider recommendations to the Council for their consideration on November 28.

City Manager Recommendation:

Deliberate on the 2018 Operating Budget and 2018-2022 CFP.

Report

Issue:

Whether to ask further questions or request additional information related to the 2018 Operating Budget and 2018-2022 CFP.

Staff Contact:

Dean Walz, Acting Director of Administrative Services, 360.753.8465

Presenter(s):

Dean Walz, Acting Director of Administrative Services
Mark Rentfrow, Downtown Liaison
Mary Corso, PBIA Chair

Background and Analysis:

The 2018 Preliminary Operating Budget was presented on October 30, 2017 and the 2018-2022 Preliminary CFP was presented on July 18, 2018. Further information on the budget was provided to Council on November 14. The Finance Committee is scheduled to meet on November 22 to consider committee recommendations for the November 28 Council meeting. Council will consider changes to the preliminary operating budget and CFP at the November 28 meeting. Afterwards, staff will prepare ordinances which will be presented to the Council on December 12 for first reading.

The 2018 Parking Business Improvement Area recommendations will be presented.

Neighborhood/Community Interests (if known):

See attached letters from the Utility Advisory Committee, Lodging Tax Advisory Committee, Planning Commission, Bicycle and Pedestrian Advisory Committee, Parks and Recreation Advisory Committee, and Parking Business Improvement Area recommendation.

Options:

1. Request further information related to the 2018 operating budget and/or 2018 - 2023 CFP.
2. Do not request further information related to the 2018 operating budget and/or 2018 - 2023 CFP.
3. Move the discussion to a future meeting.

Financial Impact:

To be determined.

Attachments:

UAC Recommendation Letter

2018 LTAC Memo

2018 LTAC Recommendations

Planning Commission Letter

Bicycle and Pedestrian Advisory Committee Letter

Parks and Recreation Advisory Committee Letter

Parking & Business Improvement Area Recommendations



November 2, 2017

Olympia City Council
PO Box 1967
Olympia, WA 98507-1967

Dear Mayor Selby and Council Members:

SUBJECT: UAC Recommendations

Thank you for the opportunity to comment on the proposed 2018 City of Olympia utility rates and the general facility charges (GFCs). The members of the Utility Advisory Committee (UAC) understand that this work is a fundamental responsibility of our committee.

We understand and support the important public health and safety work of the utilities. City utilities are well-managed and staff are professional, knowledgeable and customer-focused on performance and the reflection of our community's values. The UAC takes very seriously the impact that utility rate increases have on members of the community, and have worked to stem rate increases.

In context, Olympia's 2017 rates (\$130.25/month) are closely aligned with those of its sister cities—Tumwater (\$122.85/month) and Lacey (\$124.89), although unlike Olympia, Tumwater, and Lacey use contracted services for garbage and recycling.

Summary of Proposed Rates and GFCs Rates

For budgetary purposes, each of the utilities assume a revenue growth rate for 2018 of one-and-one-half percent above the revenue assumed for 2017; and a three percent cost of living increase for city employees. It is important to note that the GFCs are determined by State guidelines, which determine a value of existing and planned infrastructure and guide the distribution of cost among current and future customers.

GFC rates are a reflection of the financial value of the existing *Utility* infrastructure and comprise one-time charges collected from new development. GFC revenue is deposited in the *Capital Budget*.

Storm and Surface Water

Utility Rate: no increase

The Storm and Surface Water Utility is responsible for flood mitigation, water quality improvement and aquatic habitat enhancement. The utility anticipates total expense to increase by \$23,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The City increased single-family GFCs in 2015, with minor increase again in 2016 (\$1,190 plus \$4.50 trip charge). Although an additional increase may be justified—until the *Storm and Surface Water Plan* has been finalized—rate adjustments should be deferred.

Wastewater

Utility Rate: no increase

The Wastewater utility is responsible for safe conveyance of wastewater from homes and business to the LOTT (Lacey, Olympia, Tumwater, and Thurston) Clean Water Alliance treatment facility in downtown Olympia. The Utility anticipates total expense to increase by \$80,000, which can be accommodated within the assumed growth rate.

GFC rate: no increase

The waste water rate was increased by three percent to \$3,442 in 2016.

Drinking Water

Utility Rate: 4.4 percent increase

The Drinking Water Utility is to provide and protect healthy drinking water for the community as part of a long-term vision that sustains present and future water supplies for our community while protecting the environment and with a commitment to sustainability.

The Drinking Water utility continues to require infrastructure upgrades. While rates increased appreciably in recent years (7.3 percent and 5.7 percent respectively, in 2016 and 2017), the recommendation for 2018 is more modest. The increase is entirely linked to capital project loan repayment of \$18 million associated with the Log Cabin Reservoir, Meridian Reservoir Corrosion Control Facility and the Fones Road Pump Station.

The proposed operating budget for 2018 estimates an increase of \$607,000 from 2017, \$440,000 of which is debt financing. It assumed the growth rate and a portion of the utility rate increase will satisfy the estimated increased expense.

With this increase, the charge for a typical single-family residence would increase by \$2.24 per bi-monthly billing period.

GFC rate: 6.7 percent increase

Substantial capital investments have been made during recent years. Drinking water GFCs were increased by 6.7 percent in both 2015 and 2016. Another 6.7 percent increase would raise the GFC to \$4,433 generating about \$50,000 annually.

Waste ReSources

Utility Rate: varying rate increases

Waste ReSources provides waste reduction, recycling and disposal services for residential, commercial, drop-box and organics customers. The proposed budget adds \$926,000 over the 2017. After including revenue growth and expense adjustments the budget is out of balance by \$221,000.

One purpose for the utility rate increase is the relocation of some functions currently housed at the City Maintenance Center at 1401 Eastside Street. Originally constructed in 1976, the Maintenance Center contains *Public Works* operations, utility, fleet, street signs and facility maintenance. The under-sized center houses more than 100 staff, is accessed 24 hours each day and contains key equipment that enables the Public Works division to provide vital services—including Waste ReSources—to Olympia citizens.

Initially, the relocation of part or all of the Maintenance Center functions will require a feasibility study in 2018 and the establishment of a debt reserve, if the relocation is authorized by the City Council.

The recommendation is for the following increased rates for 2018:

- Residential-- 6 percent increase (includes 4 % for debt reserve)
- Commercial-- 5 percent increase (includes 4% debt reserve + 1% organics subsidy)
- Drop Box-- 6 percent increases (includes 4 % for debt reserve)
- Organics—no increase

The Lacey, Olympia, Tumwater, Thurston Clean Water Alliance (LOTT)

LOTT Rate: 2 percent increase + 4.1 percent increase for capacity development charge

LOTT provides wastewater treatment services for the urban areas of Lacey, Olympia, and Tumwater. Most wastewater is treated at LOTT's centralized facility – the Budd Inlet Treatment Plant, located on the Port peninsula in downtown Olympia. LOTT treats

wastewater from homes and businesses in Lacey, Olympia, and Tumwater. Wastewater contains many pollutants and must be cleaned before it is released back to the environment.

With this increase, the charge for a typical single-family residence would increase by \$1.52 per bi-monthly billing period. The capital development increase of 4.1 percent equates to an increase of \$231 for a total of \$5,810.

Capital Facilities Plan 2018-2023

The UAC supports the proposed Capital Facilities Plan (CFP). In general, the CFP pertinent to the utilities anticipates current projects can be funded with the estimated revenue. However, the action plan--to contend with sea level rise and the threat to our downtown including the LOTT water treatment facilities-- and the budget requisite to give the plan life require thoughtful scientific consideration of data, respectful community engagement and the conviction of the entire community.

Thank you for the opportunity to comment and provide our recommendations. These proposals will support the important public health mandates of the four City utilities. The proposed utility rates reflect our responsibility to maintain and improve our essential public infrastructure.

On behalf of the members of the UAC, please let me know if you have any questions. I can be reached via email at rwilson1@ci.olympia.wa.us

Sincerely,



Roger Wilson
Chair Utility Advisory Committee

ec: UAC Members
Debbie Sullivan, Administrative Services Director
Dan Daniels, Waste ReSources Director
Andy Haub, Water Resources Director



TO: Olympia City Council

FROM: Julie Hankins, Councilmember and Chair, Lodging Tax Advisory Committee

DATE: October 30, 2017

SUBJECT: 2018 Lodging Tax Committee Recommendations

The Olympia Lodging Tax Advisory Committee (LTAC) recommends 2018 tourism service contracts in the amount of \$329,000. As a reminder, the committee considers one-half of the Lodging Tax Fund; the other half is committed to The Washington Center for the Performing Arts per a formal agreement with the Center.

The Olympia LTAC received 18 requests for 2018 funds. The Committee received six more applications than in 2017. The total requested amount of \$382,922 was over \$33,600 more than total requested last year. Further, the total requested amount for 2018 was over \$53,000 more than the \$329,000 available, after allowing for the traditional 20 percent contingency balance. The Committee clearly had to make difficult choices. In the end, the Committee recommended full funding for 13 of the 18 requests (one of which we are required to fund at that level).

Given the competition for limited funds, the LTAC continues to place high priority on supporting tourism marketing and on tried and true events and activities that resulted in documented and documentable overnight stays in Olympia lodging establishments. Because of Washington state law reporting requirements, the LTAC has emphasized in the application the need to show documented paid overnight lodging numbers. LTAC continues to encourage Lodging Tax recipients to work with the Visitor and Convention Bureau on how to capture overnight stays that result from their activities, in order to provide the best measurable outcomes possible back to the LTAC.

Attachments:

1. Chart of Recommendations
2. Chart of History of Olympia Lodging Tax
3. Draft Minutes – LTAC October 18, 2017 meeting

2018 Lodging Tax Recommendations

Tourism-Related Service Contracts:

Arbutus Folk School	\$ 5,000
Arbutus Folk School	\$ 10,000
Big Brother Big Sister	\$ 5,000
Capital Lakefair	\$ 7,500
Greater Olympia Dixieland Jazz Festival	\$ 30,000
Hands on Children's Museum	\$ 52,550
Harbor Days	\$ 35,000
Olympia Downtown Association	\$ 5,950
Olympia Downtown Association	\$ 7,500
Olympia Film Society	\$ 15,000
Olympia-Lacey-Tumwater Visitor and Convention Bureau	\$100,000
Olympic Flight Museum	\$ 6,000
Parrot Heads of Puget Sound/Laid Back Attack	\$ 18,500
St. Martin's University / Dragon Boat Festival	\$ 6,000
Washington State Senior Games	\$ 20,000
Wolf Haven International	<u>\$ 5,000</u>
TOTAL CONTRACTS	<u>\$329,000</u>

Total 2018 Recommendation

\$329,000

Olympia Planning Commission

October 3, 2017

Olympia City Council
PO Box 1967
Olympia, WA 98507

Dear Mayor Selby and City Councilmembers:

The Olympia Planning Commission (OPC) is pleased to report on its annual review of the *City of Olympia's 2018-2023 Preliminary Capital Facilities Plan (Draft CFP)*.

We wish to thank the members of the OPC's Finance Subcommittee for their work on this review. The Subcommittee was comprised of Commissioners Mike Auderer, Rad Cunningham, Paula Ehlers, and Carole Richmond. We also wish to thank the members of the public who testified and provided written comment, as well as the program staff who generously provided of their time to answer questions.

We commend capital facilities program staff for producing a document that is thorough, clear, and concise. We find that the proposed capital projects are consistent with, and further the policies and goals of, the Comprehensive Plan.

PARKS, ARTS AND RECREATION

The 2018 Parks, Arts, and Recreation section of the Draft CFP is based on the Capital Investment Strategy adopted in the 2016 Parks, Arts, and Recreation Plan. In carrying out the strategy, we are pleased to note that multiple types of park uses are addressed in the Draft CFP to some degree, including a pool feasibility study, off-road bicycle park, Americans with Disabilities Act (ADA) upgrades, a dog park concept plan and site consideration, athletic fields, as well as a cultural resource study. The variety of projects seems well-suited to meeting the needs of a wide range of Olympia residents.

Parkland Acquisition

In 2017, the City exercised an Option to purchase the Bentrige parcel, which is the final remaining piece of LBA Woods. The Parks Department plans to set aside more than \$14 million for parkland acquisition over the next 6 years, to be funded through the sale of \$10 million in Bond Anticipation Notes, as well as revenues from the voted and non-voted utility taxes. The Draft CFP notes, however, that the "open space inventory will need to be substantially increased" to not fall below the target Level of Service over the next 20 years.

Thanks to the voter-approved Metropolitan Parks District and tax levy, funding has been increased to maintain the facilities that we have. A steady revenue source over the years will ensure that the \$4 million maintenance backlog continues to fall.

Percival Landing

The Parks Department continues to make progress on Percival Landing maintenance and reconstruction. Voter approval of the Metropolitan Parks District tax levy in 2016 is speeding up completion of the many projects involved in replacing Olympia's public waterfront facility on Percival Landing. For example, it is allowing the Department to build reserve funds for both maintenance and current Phase 2 work, which includes:

- New sheet pile bulkhead replacement (\$3 million)
- Repairs conducted over the next 3 to 5 years (\$700,000), and
- "D" and "E" float replacements (\$4 million).

The City is pursuing grants and other funding sources to augment City funding for these projects, and has received a Legislative appropriation of \$921,500 to fund a portion of the bulkhead replacement.

Recommendations:

Percival Landing maintenance and reconstruction includes complex, challenging and expensive projects and the work can only proceed as funding becomes available. The Parks Department appears to be doing an excellent job of scheduling design, engineering, and repairs, while actively fund-raising to complete the work.

If there is one omission in this otherwise well-balanced section of the Draft CFP, it might be any reference to downtown urban or "pocket" parks, which have been discussed informally as a possible new category of parkland. While the Downtown Strategy relies on "privately owned public spaces," such as the plaza fronting the Hands On Children's Museum, it is unclear whether the additional 5,000 people expected to live downtown in the next 20 years will have adequate green space and outdoor recreational opportunities to meet required Level of Service and/or Comprehensive Plan goals and policies. Climate change is also expected to increase the ambient temperature of paved urban areas, which could be offset by planting more shade trees downtown.

We thank the Parks and Recreation Advisory Committee for its letter to the Commission and concur that future annual CFP updates should expedite ADA retrofits to the extent possible, as no one should be denied access to our existing parks and recreation facilities.

TRANSPORTATION

The City's Public Works Department has committed to developing a 20-year *Transportation Master Plan*,

beginning in 2017. When completed over the next 2-3 years, this Plan will update data and models, enabling more accuracy in traffic and multi-modal transportation projections, as well as identify and prioritize long-term transportation projects and the funding amounts and sources needed for their implementation. This Plan will provide needed guidance for development of the 6-year CFP transportation project list and refine the City's ability to achieve concurrency of projects with population growth.

As in previous years, major challenges include building and replacing sidewalks, encouraging cycling by providing safe bicycle access, and maintaining our existing road system. Funding for these projects comes from several sources, including the Voted and Non-Voted Utility Taxes, a portion of the gas tax, the Capitol Improvement Fund, and the Transportation Benefit District. New road construction is financed through impact fees and grants, which generally provide secure funding for road projects intended to serve new growth.

Sidewalks and Pathways

The purpose of this program is to construct new sidewalks based upon the 2004 Sidewalk Program. The program focuses on building sidewalks on at least one side of arterials, major collectors, and neighborhood collectors. Priorities include building sidewalks leading to and from schools and transit stops. The Transportation Master Plan, which is under development, will update the 2004 Sidewalk Program and evaluate the Neighborhood Pathways program.

Other than sidewalks built by developers and builders within and adjacent to subdivisions or infill lots, as required by City ordinance, sidewalk construction is the responsibility of the City. As we noted in our letter last year, there are many miles of roads frequented by pedestrians that currently do not have sidewalks because of the high cost of sidewalk construction; for example, sidewalks must now be built using pervious concrete and must often accommodate stormwater collection and drainage.

We are pleased that public input provided through the Sub-Area planning process has led to the addition of a sidewalk project in the Draft CFP. The 26th Avenue sidewalk project, from Bethel Street to Gull Harbor Road, is a high priority for the Olympia Northeast Neighborhood Association. We encourage the City to consider and include in future CFPs capital projects identified in future Sub-Area plans, as these will already have gone through local review and vetting, and respond to an identified neighborhood priority.

We are aware that the City is currently evaluating its "fee-in-lieu of sidewalk" option for builders and developers. This option would allow builders and developers to pay the City for the cost of building a sidewalk, rather than build the sidewalk themselves. Builders point to a concern about liability when only a portion of sidewalk is built, creating potential obstacles for pedestrians. The benefit to the City would be that it could use those fees to fund the highest priority projects in the City, rather than be limited to the area immediately fronting a builder's project. There are a number of issues to resolve before this option could be adopted by the City, but it could benefit both parties. We encourage further analysis of this issue.

Recommendations

Sidewalks help meet the Comprehensive Plan goals of promoting health and safety and reducing dependence on automobiles. While the voted utility tax increased available funding for sidewalk construction throughout Olympia, funding still falls short of need. We recommend that the City explore options for increasing revenue to address the gap between the need for new sidewalks and available funding. One option would be to increase parking fees. The Planning Commission recommends considering expanding revenue from parking meters and parking lots by increasing fees and/or hours to help fund additional sidewalk improvements.

As requested by the Olympia Downtown Association, we would also like to recommend that the City prioritize sidewalk reconstruction downtown. We agree with the ODA that all hazardous sidewalks should be repaired and rendered safe for walking. We urge the Council to fund all needed sidewalk repairs and replacement downtown as soon as possible, starting in the Historic District, which attracts many visitors.

Cycling

Cycling projects have been included in the Draft CFP for the first time. The purpose of this program is to complete elements of the bicycle network. The bicycle network consists of bike corridors on low volume, low-stress streets improved for bicycle travel, while other improvements consist of addressing gaps and spot improvements in the bike lane network. Generally, new bike lanes are added in the Street Repair and Reconstruction program as part of Complete Street Reconstruction. A total of \$100,000 per year for the next 6 years is budgeted from the CIP fund for these improvements.

Recommendation

Of particular concern to members of the cycling community is the lack of protected bike lanes, which would include a physical barrier between cars and bicycles. Unfortunately, many streets in Olympia are not wide enough to accommodate all uses separately. We recommend that when a decision is made to include bicycle lanes, that the City prioritize protected lanes whenever possible. These are what will make a real difference in the willingness of people to ride their bikes downtown and elsewhere.

Street Repair and Reconstruction

The City uses a pavement condition rating system to evaluate the condition of our street surfaces. Depending upon the level of deterioration, a project may require minor preservation work, such as chip sealing, a simple resurfacing, or full reconstruction. A major emphasis of the program is to preserve the condition of a street before it deteriorates to a point that full reconstruction is needed.

Currently, the City has a deferred maintenance backlog of about \$48 million. Addressing this backlog

would bring the streets that are in poor condition up to a fair and good condition.

Complete street reconstruction addresses the streets with pavement in the worst condition. These reconstruction projects add bicycle and pedestrian facilities at the time the street is reconstructed. Mottman Road from Mottman Court to the west of SPSCC will undergo complete reconstruction, but work will not start until 2019. In 2018, five streets downtown will be resurfaced for a total of \$2.8 million.

Transportation Projects with Impact Fees

Transportation projects funded with impact fees are projects that are needed to serve anticipated new growth consistent with the 2040 Regional Transportation Plan, the Olympia Comprehensive Plan, and requirements of the Growth Management Act.

The Commission recognizes that some projects have been included in the Capital Facilities Plan for several consecutive years, without being completed as planned. This can occur for various reasons, such as when growth and the collection of impact fees have not occurred at the rate originally anticipated, or when anticipated grant funding has not yet been secured. The City continues to collect more data and to refine its transportation models to increase accuracy. Current development trends indicate that planned development will occur as projected.

Recommendations

We encourage continued efforts to fund and construct projects before road conditions fall below adopted transportation level of service standards – in this case, how long cars have to wait before passing through intersections – to provide adequate transportation facilities that meet the needs of both existing residents and new growth, and to be able to use impact fees for needed transportation projects. Some of these projects can be significant, such as the Fones Road widening project, which will require a mix of funding sources, including impact fees and grants, in order to be realized.

If the entire project cannot be built within the six years as projected in the plan because of shortfalls in expected funding, the city should consider breaking the project into smaller projects in order to ensure concurrency and/or that road conditions do not fall below required transportation level of service standards. The City should also consider funding arrangements that could allow future users of a project to pay for a fair share of a completed project, somewhat like late-comer agreements.

PUBLIC UTILITIES

Drinking Water, Wastewater, Storm and Surface Water, and Solid Waste Programs are critical programs for any city. Because these programs in Olympia are funded largely through General Facility Charges and user fees (utility rates), the adequacy of funding for needed projects is generally available. This has been

particularly true for the City since the recession ended and Olympia began to experience significant growth and development. The City's public utilities meet or exceed all required level of service standards and enjoys exceptional water quality, as well as adequate groundwater supplies to meet demand through at least 2050.

SUMMARY

The Olympia Planning Commission and its Finance Subcommittee appreciate the opportunity to provide these comments and recommendations regarding the 2018-2023 Capital Facilities Plan. We hope the Council finds them helpful in their budget deliberations. We will gladly answer any questions that might arise from this letter.

We also would like to express our appreciation for the work of all those who helped develop the Draft CFP. Many thanks to Joyce Phillips for her diligent and always cheerful support and guidance of our Finance Subcommittee. We would also like to thank the Utility Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Parks and Recreation Advisory Committee for their review and letters.

Sincerely,



Brian Mark, CHAIR
Olympia Planning Commission



Carole Richmond, CHAIR
OPC Finance Subcommittee



MEMORANDUM

TO: Mayor Selby and Members of the Olympia City Council

FROM: David Copley, Chair, Bicycle & Pedestrian Advisory Committee (BPAC)

DATE: October 17, 2017

SUBJECT: 2018-2023 Preliminary Capital Facilities Plan (CFP) and Bicycle/Pedestrian Priorities

The purpose of this memorandum is to provide input on the 2018 Preliminary Capital Facilities Plan (CFP) from the Bicycle & Pedestrian Advisory Committee (BPAC) to the Olympia City Council.

The BPAC would like to commend the City Council for the volume of bicycle and pedestrian projects in this year's Capital Facilities Plan (CFP), and for the attention given to American with Disabilities Act (ADA) compliance in new and existing facilities. We also appreciate the format of this CFP. By including predesign and planning details for prospective projects, we all are better equipped to move forward on projects with realistic expectations and effective resource management.

While the content in the draft CFP is generally favorable to the needs of bicyclists and pedestrians, there are some major issues that merit a second look. Projects such as the West Olympia Access Project are a missed opportunity, which may do more harm than good, if they do not include consideration for bicycles and pedestrians. There are also priority needs, such as east-west bike access through downtown, which are absent from the CFP. We have listed below a summary of what we consider priority needs and edits to the CFP.

Bicycle Corridor - In 2016, we were able to celebrate the completion of the Bike Corridor pilot project. We encourage the City Council to fund permanent improvements to the pilot project as well as to fully fund a second downtown Bike Corridor this year. This could only be an economic boon to downtown businesses. The new Bike Corridor would extend the existing pilot project from Sylvester Park to the Olympia Woodland Trail trailhead at Eastside Street.

US 101/West Olympia Access Project - The US 101/West Olympia Access Project area is already challenging for bikers and walkers; this project will make it even more difficult for people to move through the west side on bikes or on foot. It will affect what are currently quiet streets that are welcoming to people walking and biking. This project merits reconsideration. This \$35 million investment should include greater provisions for cyclists and pedestrians. We encourage the City to seek innovative ways to move people walking and riding bikes through this project area.

Downtown Access and Through Traffic - We encourage the City Council to continue to fund bike facilities on streets that lead to and through downtown so that employees and customers can safely ride downtown, leaving vehicles at home. We appreciate the momentum towards comfortable Bike Corridors leading to downtown, but there is still a lack of a safe east-west connector across town. The isthmus connection to 5th Avenue and Deschutes Parkway is particularly daunting for people on bikes.

Make the Most of Roundabouts - We are pleased about the roundabout improvements planned at so many unsafe intersections. We hope the City will prioritize connecting sidewalks and bike lanes along the streets adjacent to these new roundabouts. Many of the roundabouts are close to bike/pedestrian trails and will benefit those using the trail network. Let's leverage each roundabout's sidewalks and bike lanes by prioritizing the adjacent streets for sidewalk and bike improvements - especially those near trails. Navigating a roundabout just to have the sidewalk end in a ditch is not safe.

Safe and Plentiful Bike Parking - Consider defining a level of service for bicycle parking downtown and on City-owned properties. Bike parking is currently scattered. Bicycling improvements should include safe, covered, and well-lit bike racks at the destinations such as parks. We are trying to encourage a greater range of our citizens to bike downtown and to other places of interest. Good bike parking at prominent locations allows less confident cyclists to have a predictable place to transition to walking, instead of navigating more challenging streets.

Downtown Parking - We encourage the City Council to take advantage of and prioritize space management strategies for downtown parking before considering a parking garage. We would like to see leveraging of the public and private, on- and off-street parking that is currently available, and improvements made to the bicycle, pedestrian and transit facilities downtown. If downtown is easy to access by foot, bike, or bus, more people will leave their cars at home and parking congestion will be reduced.

Consider Major Investments - The West Olympia/101 Access Project is a major investment in our transportation network. We encourage the City Council to consider a similarly large investment in bike, pedestrian, and transit infrastructure. For example, imagine how the Harrison Avenue corridor with major transit, bike, and pedestrian investments could transform the west side.

With unprecedented population growth in our region, we need to be strategic and mindful to how people will live and move through Olympia in the future. Continuing to invest the majority of our resources in single-occupancy car infrastructure seals the future of our transportation system as the reality of waiting in lines of car traffic. By betting on roads, we marry our future to car dependence, which we know is not healthy for our personal health, the environment, or our community. More roads have never, ever resulted in less traffic.

Olympia can be the great city we envision if we invest in a variety of transportation options. The needs of bikers and walkers should be considered at the beginning of projects. We have witnessed an increasing level of support and investment from the City Council in these matters, and encourage

Mayor Selby and Members of the Olympia City Council
October 2, 2017
Page 3 of 3

you to continue on that path. Investments in biking and walking infrastructure will help us attract and gracefully integrate a growing regional population.

Thank you for taking the time to consider the BPAC's recommendations during the course of your CFP review process.

Sincerely,

A handwritten signature in black ink, appearing to read "David Copley". The signature is fluid and cursive, with a large, stylized initial "D".

DAVID COPPLEY
Chair
Bicycle & Pedestrian Advisory Committee

DC/ms/hr

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cc: Michelle Swanson, AICP, Senior Program Specialist, Public Works Transportation
BPAC Members



City of Olympia | Capital of Washington State

P.O. Box 1967, Olympia, WA 98507-1967

olympiawa.gov

MEMORANDUM

TO: Olympia Planning Commission

FROM: Maria Ruth, Chair
Parks and Recreation Advisory Committee (PRAC)

DATE: September 22, 2017

SUBJECT: *Preliminary 2018-2023 Capital Facilities Plan (CFP)*
PRAC Recommendation to the Olympia Planning Commission

At our June 15, 2017 meeting, and again during our September 21, 2017 meeting, PRAC members reviewed the list of proposed park projects included in the Parks Chapter of the *2018-2023 Preliminary Capital Facilities Plan*.

On September 21, 2017, PRAC passed a motion to support the projects proposed for inclusion in the Parks Chapter of the *2018-2023 Preliminary Capital Facilities Plan* but for future CFPs would request a greater emphasis on ADA accessibility upgrades.

Thank you for taking the time to consider our recommendation in the course of your CFP review process. Please feel free to contact me by telephone at (360) 350-8583 or by email at mruth@ci.olympia.wa.us if you have questions or comments.

Sincerely,

Maria Ruth, Chair
Parks and Recreation Advisory Committee

PBIA - 2018 Recommended Budget (Board recommended on November 9, 2017)

Category/Item	Amount	Notes
Communications	\$ 2,000.00	Welcome wagon*
Clean & Safe		TOTAL = \$50,200
Ambassadors & Clean Team	\$ 43,500.00	
Maintain cigarette butt containers	\$ 1,500.00	
Clean up efforts	\$ 3,000.00	e.g., ODA's Downtown Clean Up
Volunteers In Paint	\$ 1,000.00	
Extra alley flushings	\$ 1,200.00	3 extra flushings for July, August, September
Streetscape Beautification		TOTAL = \$20,000
Flower baskets	\$ 10,000.00	estimated amount
Flower basket watering	\$ 10,000.00	estimated amount
New sprayer for watering		Use unspent funds (est. \$6,000)**
Public art investment		Use unspent funds (est. \$10,000-\$30,000)**
Marketing		TOTAL = \$31,500
Annual marketing budget	\$ 30,000.00	year round budget, including holidays/Twinklefest
Event sponsorships	\$ 1,500.00	e.g., Pride parade
Parking	\$ -	Communications role - inform about parking strategy*
Business Training	\$ -	Communications role - inform about regional resources*
Administration	\$ 2,300.00	e.g., annual member dinner, survey monkey, misc.
Contingency***	\$ 4,000.00	additional ideas to be determined through work planning
TOTAL	\$ 110,000.00	
Estimated Assessments	\$ 115,000.00	Reserves about 4% for uncollected assessments

*Some communications materials to be provided by CP&D

**PBIA has \$45,000 in unspent funds that can be used for one-time expenses when approved by City Council ordinance

***Due to a math error, the contingency amount PBIA originally voted on was \$8,000. The amount has been adjusted to maintain an intended total budget of \$110,000